

“How To” APARTMENT GUIDE 2011-2012



IT'S GOOD TO KNOW

- DISHWASHER -

Stove Microwave - Garbage

Disposal - REFRIGERATOR -

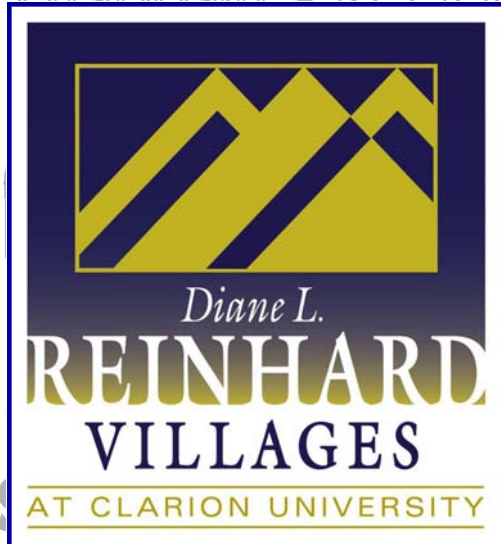
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- Cigarette Butts - Clogged Drains

Shower Curtains - Ironing -

Washer & Dryer

Dishwasher

- Open door.
- Rinse excess food off dishes in the sink.
- Fill with dirty dishes.
- Add dishwasher detergent (not dish soap that you use in the sink).
- Be sure to fill both compartments!
- Shut door.
- Slide lever on door to lock position.
- Turn knob to proper cycle.

Stove

SURFACE BURNERS

- Push knob in and turn to desired setting.
- Clicking sounds during cooking indicate the control is keeping power level set.
- Only pots & pans on stove...other things can melt.
- Cover drip pans with aluminum foil.

OVEN

- Turn oven temperature to desired setting.
- Oven indicator light glows while oven is on.
- **NEVER LEAVE STOVE UNATTENDED WHILE ON!**
- Use an oven liner to avoid hard-to-clean drips.

Microwave

- DO NOT PUT ANYTHING METAL IN MICROWAVE (this includes foil, utensils, metallic dishes, metal burger wrappers, etc.).
- Follow directions on food packaging for time and cooking levels.

Garbage Disposal

- Turn water on (always run disposal with running water).
- Disposal is for food only.
- DO NOT USE FOR DEAD FISH (and keep gravel out of the drain when cleaning tanks).
- TO CLEAN – Put a few ice cubes (or pieces of a lemon) in disposal and run for 30 seconds with running water.

Refrigerator

- Do not let icemaker overflow with ice. Be sure to empty it or turn it off.
- Keep refrigerator set to "5".

How to turn water off under all sinks

- Open door under the sink. You will find 2 oval shaped knobs, turn knobs all the way clockwise to shut the water off. This will also shut the water off to the dishwasher. Some apartments have 3 oval shaped knobs, the 3rd knob is for the dishwasher.

Breaker Box

- Large grey panel in the hallway. All breakers should be pushed towards the center of the panel. If you find a breaker that won't stay towards the center, please submit a maintenance request.

How to plunge a toilet

- You must make several attempts yourself at plunging the toilet before submitting a maintenance request.
- See your CA if you do not know how to plunge a toilet.
- The oval shaped knob under the toilet bowl is for turning the water off. Turn all the way clockwise to shut off.

Electric Storm (Power outages)

- Be sure to have a working flashlight.
- We do not have emergency back-up electricity.
- No candles are permitted at any time.
- Be sure to have appropriate surge protection on all electronic equipment.

Trash

- Do not leave garbage outside your apartment door. If garbage is found outside your apartment door, the apartment is subject to a \$50.00 fine.
- Take all trash to dumpsters. Dumpsters are located in every village.

Cooking Grease

- Place used grease into a container, such as a metal coffee container, and let it cool. After it has cooled, throw it in the garbage.
- Grease dumping is subject to disciplinary action and a monetary fine. Do not dump grease outside of your apartment.

Cigarette Butts

- No smoking is permitted in the apartments.
- Dispose of all cigarette butts in appropriate containers.

Clogged Drains

- Be sure to turn in a maintenance request for clogged drains.
- Do not pour any chemicals such as Drano or Liquid Plumber down the drain.

It's good to know...

- The internet hookup is the bottom one of the jack. It is wider than the phone hookup.
- In the bedrooms, the light switches control power to the outlets. Make sure that the switch is turned on before trying to operate lights, etc.

Washer

LOAD SIZE: Load clothes no higher than the top holes in washer basket.

TEMPERATURE: Follow label on clothes.

WASH CYCLE:

- Whites—For heavy to lightly soiled cottons, household linens, work and play clothes.
- Casuals—Gentler way to wash your clothes.
- Pulse Agitate—This cycle agitates and then pauses to soak your clothes.
- The heavy cycle has three agitate/pause cycles to clean your heavily soiled items, the medium cycle has two agitate/pause cycles, and the light cycle has one agitate/pause cycle.
- Turn knob to “ON” to start the washing machine.

Dryer

- Read clothing labels for drying instructions.
- Clean dryer lint filter after each cycle.
- Remove everything from pockets before drying. Gum and pens can stain dryers!

Easy Tips to Follow

- Keep household tools (scissors, screwdrivers, etc) on hand.
- Clean up any spills and old food from fridge.
- Keep baking soda in the fridge and freezer to reduce smells.
- Wipe sink and countertops after cooking and doing dishes.
- Know how to use the fire extinguisher.
- Clean microwave regularly.
- Wipe down mini blinds.
- Wipe down stove after each use, clean oven and drip pans with Easy Off.
- Buy an oven liner to minimize oven cleaning.
- Keep a first aid kit handy.
- Establish a central location for mail and other notices.
- Floor drains—pour water down at least once a month.
- Do not sit or stand on any appliance, shelf or countertops.
- 3M hooks—have maintenance remove them.
- The use of double-sided, masking and duct tape in your apartment is prohibited!

Weekly Cleaning Tips

- Floors— Use a Swiffer Wet Jet or other mop and cleaning solution that is safe for vinyl flooring.
- Vacuum—All carpet areas. Use carpet cleaners (like Resolve) for cleaning spots as they occur.
- Dust—All areas, it’s best to do this before vacuuming.
- Take your trash to the dumpster daily.

Conserve Energy!

- If the heat or AC is on, keep the windows closed and the apartment door closed. Opening doors and windows while your heat or AC is on makes your HVAC unit run continuously in order to maintain the set temperature.
- Don't shower until water runs cold.
- Don't 'overstuff' washer or dryer.
- Run full dishwasher loads.
- Don't become a Laundromat! Don't let friends use your washer and dryer. This uses your hot water and electric.
- Extra fridges and multiple other appliances use extra electricity.
- Don't run your thermostat on "EMERGENCY HEAT SETTING". This should only be used in a real emergency when the system is not working properly.
- Even if you follow all the above tips...really cold weather can cause you to go over your allotted electric cap.

Safety and Security

- Lock all windows and doors (including bedroom and apartment) upon leaving.
- Do not prop open apartment doors.
- If you lose your key, get a new one!
- Report any suspicious activity!

Ironing

- Do not iron clothes on the floor, use an ironing board.
- Hand-held steamers are a great alternative to a traditional iron.

Shower Curtains (if we provide it)

- Shower curtains can be cleaned in the washing machine with bleach then hung back up to dry. Don't throw them away... they are \$10 per resident.

Lofts ONLY

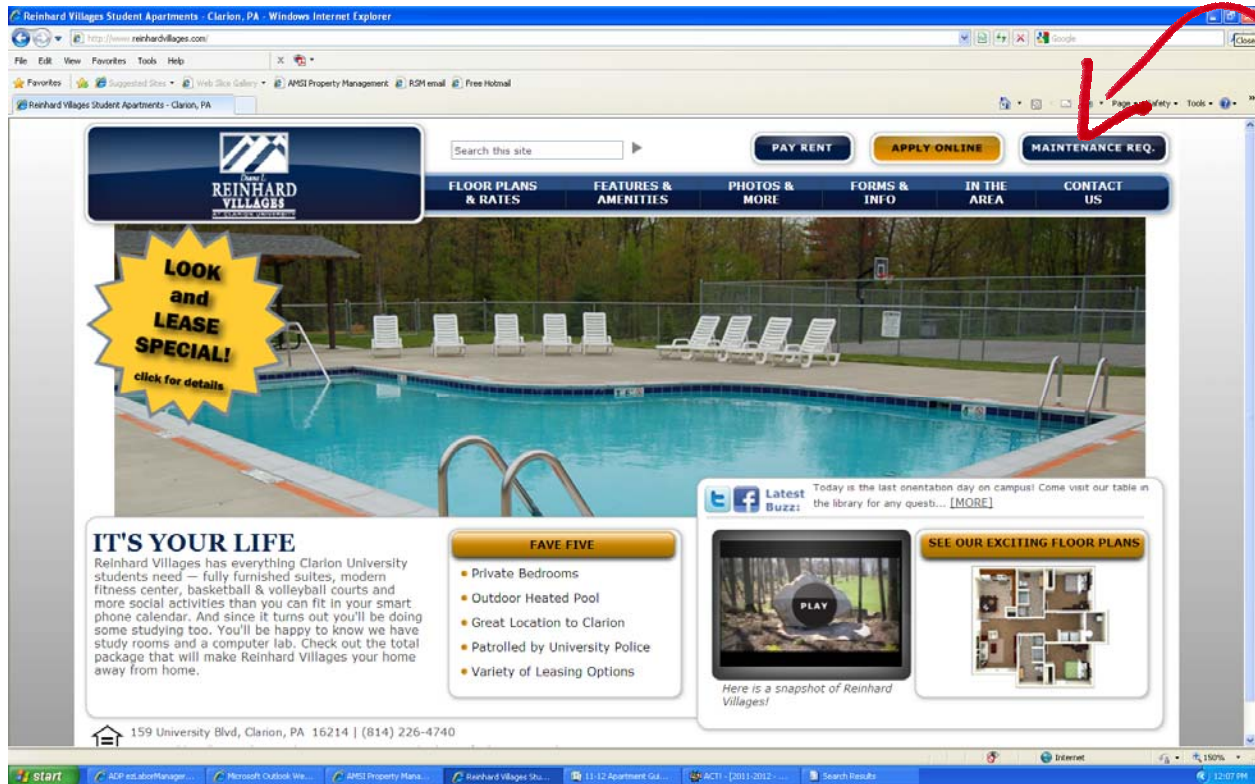
- The downstairs of Loft units are equipped with electric base board heat. The temperature dial is on the end of the unit. If you have questions on the operation or when to use, call the Maintenance Department.

Quarterly Inspections

- During the months of October, January, March, May and July, the maintenance department will conduct apartment inspections.
- To avoid charges, be sure to adhere to these guidelines:
 - Keep your apartment clean and neat at all times.
 - Do not use double-sided tape, nails, or 'poster tacky stuff' to hang items on walls.
 - Do not smoke or burn candles, incense, etc. in the apartments.
 - NO PETS ALLOWED AT ANY TIME IN YOUR APARTMENT.
 - Do not let anyone live with you in your bedroom!
- Keep your keys with you at all times. RV staff locks all doors upon leaving your apartment!

How to submit a maintenance request

- From our website: www.reinhardvillages.com, click on the “Maintenance Req” icon at the top right corner.



- Click on “Enter a Maintenance Request”.
- Complete the Work Order Request and be sure to be as detailed as possible when submitting a request.

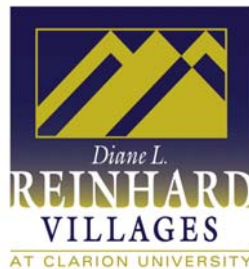
The screenshot shows the 'Work Order Request' form. The form has the following fields: 'Resident first Name:', 'Resident last Name:', 'Email Address:', 'Phone Number:', and 'Apartment or Suite Number:'. A red arrow points to the 'Resident first Name' field.

www.reinhardvillages.com

Steps to verify that your computer is ready to connect to Reinhard internet

1. Make sure Internet Explorer is set to use the LAN.
Open Internet Explorer and click on Tools, then Internet Options. On the connections tab make sure that Never dial a connection is checked. Then click the LAN settings button. Only Automatically detect settings should be checked.
2. Make sure that you network connection is enabled.
Under your start menu you will find Control Panel. From the control panel select Network Connections. You should see an item that says Local Area Connection. Make sure that there is not a red "X" on the connection. If there is a red "X", then right-click the item and select Enable.
3. Make sure that your computer is set to automatically obtain an IP address.
Under your Control Panel select Network Connections. Right-click your local area connection and click Properties. Under the general tab where it says "This connection uses the following items:" find Internet Protocol (TCP/IP). Highlight this item and click the Properties button. Make sure that both sections are set to Obtain Automatically.
4. Make sure you are using the right equipment.
As with most high speed Internet connections, your computer must have an Ethernet Card (more commonly referred to as a Network Card). You must also use a network cable to connect your computer the network wall outlet, not a telephone cord.

If you have verified all the steps above and still cannot connect to the network your computer may have hardware or software problems, or you apartment's router may need reset. Contact the Maintenance Department or submit a maintenance request online.






It's Your Life!





YOU HAVE THE POWER

Live Green. Save Green.


USE POWER WISELY IN THE KITCHEN

	Turn refrigerators down to the lowest setting.
	Use a microwave or toaster oven instead of a conventional oven if possible.
	Report dripping faucets immediately.




USE POWER WISELY IN THE RESTROOM

	Turn water all the way off. Don't leave the faucet running while brushing your teeth. Immediately report dripping faucets.
	Immediately report running or leaking toilets.

USE POWER WISELY IN THE LAUNDRY ROOM

	<p>Only wash full loads of laundry.</p> <p>Only wash clothes with warm or hot water when necessary.</p> <p>Clean dryer lint screen before each load.</p> <p>Report leaks immediately.</p>
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USE POWER WISELY EVERYWHERE, ALL OF THE TIME!

		
Set the thermostat to 68-72 degrees all year round. Do NOT turn the thermostat to 'Emergency'.	Keep blinds closed on hot summer days, open on sunny winter days.	Turn off all lights, televisions, radios, computers, and other electronics when not in use.