



RESIDENT HANDBOOK

Includes Information About:

- Moving In
- Resident Policies
- Security & Safety
- Service Issues
- Appliances
- Energy Conservation
- Amenities

Welcome

We would like to welcome you to our community. We hope your stay with us is comfortable and enjoyable. This handbook is designed to inform you of our responsibilities to one another. Clarifying these responsibilities in the beginning can better achieve our goal to provide you with quality housing. Do not hesitate to telephone our office if you have any questions regarding the contents of the booklet.

**PLEASE RETAIN THIS BOOKLET FOR FUTURE
REFERENCE DURING YOUR STAY WITH
KENMORE DEVELOPMENT.**

Note: This handbook was designed for several properties. Amenities will vary among these properties. The Property Check List you signed at time of rental details what amenities are included in your apartment.

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SECTION 1. INTRODUCTION

YOUR MANAGEMENT TEAM

Our professional management team is discreet and efficient. Kenmore Development's entire staff is skilled in their areas of responsibility and is constantly striving to meet your needs.

OFFICE HOURS

Kenmore Development's Office is open Monday - Friday from 9:00 A.M. to 5:00 P.M. and Saturdays 9:00 A.M. to 1:00 P.M. Feel free to call regarding service requests or assistance. An emergency number is provided for use after office hours. The following are considered emergency calls:

- No Electric.
- No heat in the winter (below 68 deg.)
- Any condition which might cause a fire.
- An odor of gas
- A plumbing leak or sewer stoppage, which might damage personal belongings or apartment property.

Our employees are concerned with doing the best job possible in serving you. Since our employees also need time with their families, please consider this when calling after normal working hours.

SECTION 2. MOVE-IN

LEASE

“The lease is a contract obligating both parties to the terms and conditions listed.”

Please read it thoroughly and ask a management representative about any questions you may have. Consult your lease for renewal procedures.

Please contact Kenmore Development for instructions on how to make cash payments for rent. Any monthly rental incentives listed on your lease **will not** be honored unless rent is received by the 5th of the month.

OCCUPANCY

We must be able to identify and register all persons who live in your apartment. Only residents named on both your lease and lease application are allowed to occupy your apartment.

INSPECTION REPORTS

At the time of your scheduled move-in and when you vacate your apartment, both you and a Kenmore Development agent will inspect your apartment to establish a record of the condition of the apartment. A Move-In Inspection Report will be completed and signed by both you and a Kenmore Development agent. You will be given a copy of this form for your records. This form will be used when you vacate to compare the “before and after” condition of your apartment. Please keep your Move-In inspection for your records.

UTILITIES

Sign up for utilities not included in your rent in advance of your scheduled move-in date; assistance with this may be obtained from our office. Note: If you do not sign up in advance for non-included utilities you may not have these services at the time of your move in.

RESIDENT INSURANCE

Kenmore Development highly recommends you purchase Renters Insurance.

To protect you and your personal belongings against vandalism, fire, burglary, certain water damages and personal liability it is highly recommended that you contact an insurance agent to purchase renters insurance. Kenmore Development’s insurance does not protect our residents against these occurrences.

SECTION 3. GENERAL POLICIES

KEYS AND LOCKS

- At your move in you will be given a set of keys to your apartment and mailbox; these must be returned to our office when you move out.
- Residents are not allowed to change or install a new lock, knocker or other attachment on the door.

LOCKOUTS

- Please be sure, when leaving your apartment, to take your keys with you at all times.
- If you cannot gain entry into your apartment during Kenmore Development's regular business hours notify us and one of our maintenance supervisors will let you into your apartment.

If you are locked out after normal business hours:

- Call our emergency service phone number (which is included on the inside front cover of this handbook) to gain entry to your apartment. We recommend that you keep a copy of our emergency number in your purse or wallet.
- Residents locked out after regular business hours (Monday-Friday from 9:00am - 5:00pm) will be charged \$50 for entry into their apartment.
- You may want to keep an extra key in a safe hiding place.
- Residents whose keys are lost or stolen will be charged accordingly for key replacement. Depending on your apartment's specific locking system costs will vary from \$25-\$190.

COMMUNITY APPEARANCE

While living at your apartment community, please treat it as your own home. Kenmore Development and your neighbors take pride in our communities. We

hope that you will as well. Only by working together can we make your community an attractive and healthy place in which to live. Please abide by the following policies so that we can maintain an attractive community and a safe environment:

- Window coverings should be attractive in the surrounding. Sheets, blankets, aluminum foil and other such items are not acceptable window coverings.
- Windowsills should be kept free from all personal property, any additions, such as screens, etc. must be approved by management prior to installation.
- You should not allow anything whatsoever to fall from the windows, doors, or balconies of your apartment.
- Do not sweep or throw dirt or other substances from your apartment into any halls, corridors, light shafts, ventilators or elsewhere in your building.
- No clothing, rugs, or other items may be hung on or over patio fences or balcony railings.
- Mops, brooms, or other clutter are unsightly. Please store these items in your apartment. Your patio, balcony, and/or breezeway are not appropriate places to store these items.
- No awnings or other projections should be attached to your protrude beyond the outside walls of the building without the prior written consent of management.
- No radio or television aerials or wires should be erected in or about the outside areas of your apartment.
- Furniture, bicycles, toys, and any other personal property should be stored in your apartment or storage area. Outdoor storage of these items is not permitted.
- Sidewalks, entrances, passages, courts, vestibules, stairways, corridors, and halls should not be obstructed, encumbered or used for any purpose other than entering and leaving your apartment.

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- No sign, advertisement, notice or other lettering should be exhibited, inscribed, painted, or affixed by any resident on any part of the outside or inside of the apartment or building without the prior written approval of management. Hanging pictures/paintings in your apartment is permitted without written consent.
 - Personal lawn furniture and equipment may be used for personal enjoyment only in the rear of the apartment or on your patio or balcony. This will maintain the proper appearance of your community's lawn areas.
 - Trees and shrubbery are an important part of your community. Residents found damaging, mutilating or defacing apartment grounds will be held financially responsible for damage incurred.
 - Residents found responsible for damaging apartments or common areas of their community will be held financially responsible for those damages.

DISTURBANCES

- Social and friendly gatherings of residents and their guests are welcomed, provided that such gatherings do not become boisterous, obscene or generally objectionable to other residents.
- Noticeable inebriation will not be tolerated.
- Residents are entirely responsible for the behavior of their guests in their apartments or outside in the common areas.
- Stereos, radios, and televisions are to be kept at minimum levels so that neighbors are not disturbed.
- Nothing should be done in or about the building, which will interfere with the rights, comfort, or convenience of other residents.

TRASH DISPOSAL

- For your convenience, trash containers are conveniently located throughout the community.

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- All trash must be taken to these specified pick-up areas. Children are not to take trash to these areas.
 - Trash must be placed in plastic bags or other secure containers. This will keep the trash areas neat, clean, and relatively odor-free.
 - Plastic bags must be tied so that papers and other items will not fall out. Trash must be put inside of the containers, not on top or beside them. Lids must be kept closed at all times.

CHILDREN

- Residents are responsible for the conduct of their children and their guests' children.
- Please ensure that children do not leave bicycles, tricycles or toys on sidewalks, stairways or hallways.
- Toys etc. left lying around are a hazard to childrens' and residents' safety, as well as unattractive and inconvenient to neighbors.
- For their own protection, children are not permitted to play or ride bicycles in the streets, parking lots, laundry areas, driveways, or in any of the public areas within your apartment community. Public areas include all grounds, with the exception of your apartment unit and the porch or patio for that unit.
- Children are to use playgrounds and other recreational areas as provided.
- For their own safety, we recommend that children be closely supervised.

PETS

- Pets include all types of animals.

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- If your community allows pets, there must be a Pet Addendum to your lease, signed by your Resident Manager. Otherwise, you will be in violation of your lease.
 - **When outside, pets must be on a leash and accompanied by a resident.**
 - Pets are not to be tied up outside your residence.
 - Your pet must be walked in the designated areas only. If you do not know where these areas are, please check with Kenmore Development's office.
 - Failure to adhere to these regulations is a violation of your lease and will result in an appropriate response from management.
 - Rules and regulations as given for a resident's pet also apply to all visiting pets.
 - A more detailed list of pet policies will be provided to each pet owner.

AUTOMOBILES

- All cars must be registered with the office.
- Ample parking only has been provided for each resident on a first-come, first-serve basis unless there are assigned parking spaces in your community. Park your automobile in a manner that allows cars easy access in and out. Do not "Double Park".
- Park only in designated areas as other areas have been reserved to provide adequate fire lanes or to facilitate trash removal.
- Cars parked in restricted areas will be towed at the owner's expense.
- All cars must be drivable and cannot be "stored" in parking areas. Vehicle with expired licenses and/or registrations represent a "stored" vehicle. These vehicles will be towed without warning at owner's expense. In addition, residents should not perform any extended vehicle repairs at their community.

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- All vehicles parked in a Kenmore Development parking lot are parked at owner's risk.

OTHER VEHICLES

- All motorcycles, mini-bikes, and recreational vehicles must be approved by Kenmore Development's office before residents can store them on the premises.
- They must be registered with the office and parked in designated areas only. Fire regulations prohibit parking motorcycles and/or mini-bikes on walkways, porches, balconies, under stairways, in apartments, etc.
- All vehicles must be currently registered, licensed, and in working condition or they will be towed away at the owner's expense.
- Bicycles must be stored inside one's apartment or in an assigned storage area (if provided). Do not store bicycles in hallways, patios, on your community's grounds, or any other common areas.

MISCELLANEOUS

- Please do not remove any community equipment from any part of the building. All equipment must be permanently kept in its original location.
- Unless Kenmore Development provides advance written consent in each and every instance, residents should not install or operate machinery, refrigerators, heating devices, or air conditioning units in your apartment or anywhere at your community unless provided by Kenmore Development for your personal use.
- In addition residents are not permitted to use or store any flammable oils or fluids (i.e. gasoline, kerosene, naphtha, benzene, or other explosive or hazardous materials) that are deemed hazardous to life, limb, or property.
- Residents are not permitted to install or operate washers and dryers in their apartment or anywhere at your community unless washer/dryer hookups were originally provided with the apartment.

- Waterbeds are not allowed in any apartment without insurance.
- Firecrackers and other fireworks are not allowed on the premises.
- No door-to-door soliciting is allowed within the apartment community. Residents are requested to notify management immediately when solicitors appear at the door.

GENERAL

These policies help each resident to enjoy his or her apartment and their entire community. They will help to better ensure the safety of residents and the appearance of the community. As a resident in an apartment community you must assume certain responsibilities that go along with the many benefits of the apartment lifestyle. Basically, these are common rules of etiquette designed to make the community more enjoyable for all residents.

SECTION 4. SECURITY AND SAFETY

YOUR SECURITY

- Proper protection of you and your property is of great importance to Kenmore Development. Your security begins with you own actions. Please be aware of the following:
- Make use of all locks and other security devices provided to ensure that “uninvited” persons cannot gain entry.
- Close and lock your door at all times.
- Be cautious of unexpected deliveries of flowers, telegrams and similar items. These are some of the tricks used by professionals to gain entry into a building.
- If provided your patio or balcony sliding glass door should be securely locked. A board cut to the length of the patio door can help to restrain illegal entry.

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- Although we install industry-approved lock systems, a determined intruder can override any security device. The best security is the individual concern of each resident for the safety of himself/herself or that of his/her neighbors. Report “suspicious” persons to the Police and then to Kenmore Development’s Office.
 - Ask for identification if anyone not known to you claims to be an employee of Kenmore Development.
 - Our personnel cannot give out our residents’ apartment numbers or telephone numbers to visitors. Please be sure your guests have this information.
 - If you wish a service or delivery person admitted to your apartment when you are away, we will need written permission in advance.
 - Specific written instructions must always be given to Kenmore Development’s office when you wish to have anyone admitted into your apartment for any purpose.

VACATIONS

- Please notify the mailman, news carrier, and all other routine delivery people when you know you will be away for an extended length of time.
- The Post Office or a neighbor can hold your mail and other deliveries for you until your return.
- Do not let newspapers accumulate at your entrance. Before leaving on your vacation please check for unwrapped foodstuffs.
- The garbage should be emptied.
- Leave a check to cover the rent if the rental payment date comes during your vacation. Your rent is the first day of each month, whether you are here or away.
- Keep all windows closed during your absence to prevent rain damage to draperies, carpeting, etc.

- Check all electrical appliances (i.e. stove, coffeepot, etc.) to be certain that they are off or unplugged. An economical timer connected to a light and/ or radio will often deter a potential intruder.
- Please notify Kenmore Development's office if you will be away for an extended period of time.

FIRE PRECAUTIONS

- Store all items safely.
- Do not allow waste and trash to accumulate. Empty waste and trash containers daily.
- Dispose of newspapers and magazines regularly.
- Ensure that you clean grease and spilled food daily from cooking range and oven.
- Please store cooking grease containers away from range.
- Never wear flimsy clothing or plastic aprons when cooking.
- Keep curtains, towels, and potholders, etc. away from cooking range tops.
- Never use flammable cleaning products or solvents indoors.
- Do not smoke in bed.
- Have plenty of ashtrays for smokers to use.
- Do not empty ashtrays in wastebaskets until ash has been soaked.
- Always keep household equipment clean and in good repair. Have worn and frayed electrical cords replaced immediately.
- Do not overload electric wiring circuits.

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- Please report any fire first to Fire Department and second to Kenmore Development's office.
 - The Fire Department number should be listed in the inside front cover of this handbook.
 - Always give an accurate and understandable address to help the fire department in locating a fire.
 - Storage of kerosene, gasoline, or other flammable or explosive agents is prohibited.
 - Fire regulations prohibit residents from storing any items in the area where the water heater and furnace are located.

SECTION 5. SERVICE ISSUES

SERVICE REQUEST PROCEDURE

Before making a service request, we ask that you carefully read the appropriate pages of this handbook relating to maintenance. These outline a few simple checks you can make to ensure that a service call is necessary.

During office hours, you may request service by phoning Kenmore Development's office. Please give a clear explanation of the needed service, be as clear and complete as possible. This will help us provide ensure that we fully understand the request and provide the best service. We will attempt to satisfy your request within 24 hours.

In some cases, a part may not be available, in these instances every effort will be made to satisfy your request as soon as possible. Please notify us promptly of any needed repairs to your apartment's or community's equipment or fixtures.

ELECTRICITY

- During your original move-in inspection, the management representative will explain to you the location of the circuit breaker or fuse box in your apartment.

- If the lights go out, first check the circuit breaker box.
- A tripped breaker must be flipped to the **OFF** position and then back to the **ON** position to reset. It is important that you reset the breaker only once before calling maintenance.
- Be aware of any condition that may be overloading the circuit.
- Fuse Boxes have screw in fuses. When a fuse breaks the line appearing within fuse window will appear broken or the fuse window will turn black. Both instances indicate that the fuse must be replaced. To remove broken fuse turn counter clockwise. Fuses are readily available at any hardware store. Do not purchase fuses rated more than 15 amps.

WATER SUPPLY

- Water is to be supplied to you at all times.
- If the water is not hot please report it to the office immediately.
- Leaking water pipes, dripping faucets and/or continually running toilet tanks should be reported to Kenmore Development for repair.
- There will be no charges for water damages unless the damage was a result of a resident's actions or neglect.
- Laundry areas are provided for your convenience. Please do not waste water by leaving faucets open for any unreasonable length of time.

COMMODES

- The sewer is adequate to handle all normal drainage.
- Please be careful not to drop foreign objects, i.e., deodorant cans, combs, etc into the commode.
- Any damage to commodes caused by a resident's negligence will be charged to the resident.

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- Disposing the following items (and items similar to the following) down your commode will result in chargeable damages:
 - Paper Towels
 - Facial Tissue
 - Disposable Diapers
 - Sanitary Napkins
 - Disposable Tampax
 - Grease
 - Etc.

 - Do not pour grease into toilets. All grease should be disposed of with garbage in a proper waste receptacle.

 - Should your commode overflow:
 - Immediately lift the cover off the tank, reach inside, and push the flapper firmly into the hole on the bottom of the tank and then call the office for service.

 - Turning the handle located under the tank in a clockwise direction can turn off water supply to your tank.

PLUMBING LEAKS & BURST WATER PIPES

- At your move-in inspection, the management representative will explain to you the locations of the main water shut-off valves in your apartment.

- Typically there are two in each apartment. One is located under your kitchen sink, the other located in your bathroom under/behind the sink or commode.

- If you discover a water leak, please turn appropriate water valve off (rotate clockwise) and notify management.

- If a pipe should freeze or burst, please turn off all water valves and notify management.

- To help prevent frozen pipes during extremely cold weather, open cabinet doors in the kitchen and bathroom. Water should be left running slowly in the kitchen and bathroom.
- Please request service if the caulked areas around your sinks, tubs & tiles are badly cracked, broken or chipped.
- Water seepage can cause extensive damage to your apartment as well as your neighbor's. Please notify management of any water seepage.

LIGHT BULBS

- Light bulbs are provided for all of your apartment's light fixtures when you move in.
- Replacement of burned out light bulbs, including bulbs for appliances are the resident's responsibility.
- Residents will be charged for missing or burned out light bulbs upon move out.

PEST CONTROL

- Kenmore Development provides pest control services. Please contact the office if you have a pest problem.
- Please do not leave any open food containers or dirty dishes lying around. These will attract insects. Soft drink bottles should be rinsed after use.
- Do not leave waste in the apartment.
- Residents with pets may be charged for flea spraying during the term of their lease.

CARPET CARE

- The care and upkeep of the carpet in your apartment is your responsibility.

- It is important that carpets be vacuumed frequently.
- Please exercise caution in shampooing any carpeting. Shampoo residue remaining can damage carpet.
- Be aware of the danger of over-wetting. This can result in a delayed reaction of brown spots.
- Removing Stains:
 - Beverage and food spots can be removed by using cold water and Ivory soap.
 - To remove ink from carpeting, cover the spot immediately with salt, as it absorbs the ink, scoop it up and repeat until clean. For best results apply salt and leave it overnight to absorb ink.
 - To remove grease from carpeting, cover spot with whiting or flour immediately and vacuum the following day; then wipe and spot with turpentine.
 - If your carpeting has spots from other causes or you are not certain how to remove a spot call the maintenance supervisor for his/her advice concerning the best method for stain removal.
- No carpeting that adheres to the floor (tacked, glued, etc.) is to be installed without the prior written approval of management.
- Residents will be responsible for the costs of removing any carpeting that was not otherwise provided or approved by Kenmore Development.

REDECORATING

- Your apartment has been cleaned and redecorated prior to move in.
- It is painted white, a neutral color. We request that your apartment remain this color. Use your decorating ideas to offset the white.

- Alterations generally will not be permitted. Those made without Kenmore Development's written permission will be chargeable to the resident.
- Residents are allowed to hang any number of pictures in their apartment. For hanging pictures Kenmore Development recommends you purchase slanting nail type hangers.
- Please do not use the sticker type hangers since the adhesive for these hangers is difficult to remove from the wall.
- Finally, installation of any mirror tiles, contact paper, wallpaper, etc., with adhesive backing is not permitted without Kenmore Development's written consent.
- If you have questions regarding items that are difficult to hang please consult our office.

COUNTER TOPS

- Counter tops in your kitchen are of high-grade durable laminate. However, laminate is not impervious to severe heat and staining. Substances that may leave stains should be wiped off quickly.
- Hot pads should be used as needed to protect your counter top's surface.
- Do not cut items with a sharp knife directly on your counter tops.

HEATING AND AIR CONDITIONING

- Heat - During the heating season Kenmore Development provides a minimum of 70° of heat between 7:30 am – 11:00 pm at locations where heat is included. At all other times the minimum level of heat provided is 67°.
- Air Conditioning – Where available the maximum cooling Kenmore Development's air conditioners provide is 8° less than outside temperature.

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- When changing a thermostat setting from HEAT to COOL or vice versa, always put the switch on the OFF position- pause two seconds- then move the lever to HEAT or COOL setting. Otherwise permanent damage may result.
 - At most Kenmore Development locations Heat/Air Conditioning are regulated by hi-tech controls that monitor both indoor and outdoor temperature conditions. Apartments that include thermostats are a part of this system.
 - In many instances, Thermostats control not only the heat for one individual apartment but instead for an entire group of apartments. Be aware that adjusting your thermostat may also affect your neighbor's heating/cooling.
 - Cooking/baking for extended periods of time will artificially increase your thermostats temperature reading.
 - **Do not place light fixtures near a thermostats.** The heat generated from a light fixture may artificially increase the temperature reading in your apartment. Hence the heating system thinks an apartment is warm enough when in fact it is colder than the thermostat reads.
 - For your comfort and safety heating registers, vents and radiators should not be obstructed by furniture or covered by window treatments.
 - During heating season please keep all windows, storms and doors closed.
 - Requesting Service for a lack of heat. Before contacting Kenmore Development for a heat concern please review the following questions:
 - What is current thermostat reading in the apartment?
Kenmore Development will not respond to calls where heat levels are within those listed above. If a Resident fails to read their thermostat and whose heat levels are determined to be within the levels listed above by responding service person then resident will be charged for the service call.
 - Are all storm windows in apartment closed? Open storm windows will dramatically lower apartment temperature. If a

service request for heat is made and storm windows are found open then resident will be charged for the service request.

- Is the current outside temperature above 55°? Heat systems will not operate when outside temperature is above 55°.
- Note for Kendev Studios Residents' - Check air filter visually to see that it is clean. We replace filters on a regular basis. Call the office if it appears that the filter is dirty and needs replacing. A clean air filter will help us to conserve energy as well as provide an efficient heating and air-conditioning system.

SECTION 6. APPLIANCES

GENERAL

- If one of your appliances does not operate please check the following:
 - a. Check circuit breaker to see if it has been tripped.
 - b. Next check the electrical cord to ensure that is firmly plugged into the wall socket.
 - c. If these appear to be in order, check the appropriate section of this handbook. If the appliance continues to be inoperable then contact Kenmore Development.
- Upon move in a management representative will acquaint you with the operation of the heating and air conditioning systems as well as all your appliances including your range, refrigerator & dishwasher (if provided).
- During the move in inspection please ensure the management representative explains the operation of any appliance or piece of equipment with which you are not familiar.

DISHWASHER (if provided)

- To prevent food particles from accumulating in your dishwasher, make certain dishes are scraped and rinsed under running water before placing dishes in the dishwasher (this includes cups and glasses).
- So that water can circulate freely over each piece in dishwasher do not overload the unit.
- For maximum efficiency do not cover the center hole in the lower rack of the dishwasher.
- Use only dishwasher detergent products. Do not use soap or laundry detergents in your dishwasher under any circumstances, these can block the washing action, clog the outlets, damage the motor and cause soap scum to accumulate on your dishes and glasses.
- For peak efficiency, run your dishwasher only when you have a full load. Do not leave soiled dishes in the dishwasher for long periods of time. This will attract insects.
- Any problems with your dishwasher should be reported immediately to the office.

RANGE

- To prevent grease build-up, please clean your burner pans with a glass or tile cleaner after each use. Use a scouring pad to remove all burned-on residue.
- Regularly clean your oven with a glass or tile cleaner to help eliminate food and grease from burning onto your stove.
- When it becomes necessary to clean the oven, use a good oven cleaner and use according to the directions.
- Refrain from using any sharp instrument to clean your oven. Hood vent filters should be removed and cleaned monthly in hot, soapy water.

- If your range is not operational, call our office for service

REFRIGERATOR

- Defrosting your freezer unit is essential for efficient operation. To properly defrost your freezer please follow the following steps:
 1. Remove all items from your freezer.
 2. Turn freezer temperature gauge to “OFF” position.
 3. Place a pan of warm water inside the freezer

NEVER USE ANY SHARP OBJECTS TO REMOVE FROST!

- Normally, defrosting should take about 15 minutes and should be done at least once every couple of months or when there is an accumulation of approximately ¼ inch of frost.
- Frequent defrosting ensures peak performance and saves on electricity usage.
- Defrosting is not required if your refrigerator has the self-defrosting feature. Clean the outside of your refrigerator with a glass or tile cleaner.
- Keep the inside of your refrigerator smelling fresh by using baking soda and water after defrosting.
- If your refrigerator is not operational, call our office for service.

SECTION 7. ENERGY CONSERVATION

We, as a community are very interested in energy conservation. Energy conservation results in lowering your utility bills. Here are some simple steps to help to conserve energy.

WATER

1. Notify the office when you find a leaky faucet or running commode. A faucet leaking just one drop per second can waste as much as 650 gallons of water in one year.
2. Use the shower rather than the tub since an average shower uses only 5 gallons of hot water while a tub uses almost 10 gallons.

KITCHEN

1. Defrost your refrigerator when frost in the freezer compartment is about ¼" thick.
2. The range will cook more efficiently if you match the diameter of pots and pans to those of the heating elements to prevent heat escaping into the air.
3. A refrigerator operates more economically when filled to capacity (but not overloaded).
4. Do not set your refrigerator freezer to run colder than necessary.
5. Do not use the oven to heat your kitchen. This can damage the appliance.
6. Glass or glass ceramic baking dishes transfer heat better than metal and can generally be used in an oven set 25 degrees Fahrenheit lower while attaining the same cooking results.
7. Less heat escapes with covered pots and pans allowing you to cook at lower heat settings with the same results.
8. Always make sure that your range is turned off after use.
9. Frozen foods, whether cooked in the oven, broiler, or on top of the range will use less energy if they are removed from the freezer and thawed in the refrigerator compartment first.
10. Use small appliances when possible in preparing meals, they use less electricity than your electric range.

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11. If there is a dishwasher located in the apartment, be sure to use the correct amount of detergent and load properly for efficient use. It is most economical to use at full capacity.

HEATING AND AIR CONDITIONING

1. Decide on a comfortable temperature and leave thermostat there. Do not constantly adjust your thermostat.
2. Adjusting drapes, blinds, or shades can act as insulation. During the winter, keep them open and let the sunlight warm the air and cut the heating system load. On summer days, close the drapes on the sunny side to cut down on incoming heat.
3. Keep the doors to the outside shut when either the air conditioning or heating is on.
4. Appliances give off heat, which the cooling system has to counteract, so during the hottest time of the day, minimize their use.
5. After bathing keep door closed and turn on the bath exhaust fan or open the bathroom window.
6. For Apartments **WITHOUT** exhaust fans: Wiping down of your tiles & wet walls will prevent moisture build up thus preventing mold and damage to painted surfaces such as walls and ceilings. Extended hot steamy showers will cause condensation to form, which causes damage. Residents will be charged for such damage.
7. Seasonally close your storm windows to conserve heat.

LAUNDRY

1. Do more laundry with cold and warm water cycles to conserve energy since the major cost in washing clothes is not water usage but heating water for laundry usage.
2. Use full loads whenever possible in both your washer and dryer.

3. To avoid heating up an iron several times a day or week, iron large amounts of clothes at one time. Each iron warm-up consumes energy.

MISCELLANEOUS

1. Conserve electricity by turning off all televisions, stereos, radios and computers when not in use.
2. Turn off lights when unneeded for a period of time. A 40-watt bulb illuminated for 10 hours uses 4,640 BTU's.

SECTION 8. AMENITIES

FIREPLACE (if provided)

Fireplaces are STRICTLY decorative. Do Not Attempt To Light A Fire!!!

ELEVATORS (if provided)

- All passenger elevators are automatic. You only have to press a button in the hall to call the elevator and a button in the elevator car to tell it which floor you desire.
- Kenmore Development strictly enforces building codes governing the installation and operation of elevators. Elevators are serviced regularly by the manufacturer and checked yearly by State Inspectors in most areas.
- If an elevator should fail to function while you are in the car, follow these simple instruction, remembering that you are in a completely safe environment.
 1. Check to see that the red button or switch marked EMERGENCY STOP is in the RUN position. Passengers will sometimes hit this accidentally when pushing floor buttons.

2. Push button marked DOOR OPEN. This will open door if you are at a landing and the automatic openings circuits have failed.
 3. If there is a cabinet marked TELEPHONE, open the door and pick up the receiver. If there is a dial phone, there will be instructions, usually on the inside of the cabinet door, telling you where to call for assistance. If there is not a dial phone, hold receiver until someone answers.
 4. Push the button marked ALARM. This will sound a loud bell and indicate to others that the elevator is stalled. Sound alarm at 2 minute intervals until you receive assistance.
 5. Try to open the door in the car by hand. It is held closed by a spring and should not be difficult to pull open. If you are at or very near a landing, the landing door will also open and you can safely exit the elevator since the elevator cannot run with its doors open.
- While waiting for help never attempt to leave the car by emergency exits in the ceiling or side panels without assistance.
 - Remember the safest thing to do is to stay in the elevator until help arrives. Sit on the floor and relax until help arrives.

LAUNDRY FACILITIES

- Complete laundry facilities are available at most communities.
- Hours are posted on the door to the laundry facility.
- The machines are provided and maintained by commercial companies, which are responsible for their repair. If any of the machines are not working properly, please call our office immediately and identify the machine and we will contact the company.
- Please follow the posted rules for these machines. Do not dye fabrics in these machines.

- Kenmore Development is not responsible for any loss or damage caused by use of provided laundry machines.
- Do not leave clothes unattended. Remove clothing from laundry machines promptly.
- Keep laundry areas neat and clean and use the waste receptacles provided. Please be considerate of other residents who also must use these facilities.
- Management must reserve the right to prohibit the use to the laundry room by any individual failing to comply with the posted rules and procedures provided for operation of the laundry machines.
- Children are not allowed in the laundry room area unless supervised by an adult.
- Portable washers and dryers are not permitted in apartments except where hook-ups are provided.