

YOUR GREEN & HEALTHY HOME

Our resident guide to
a healthy home, a
healthy community
and a healthy **YOU**.



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This document was developed by Group14 Engineering and Red Thread Creative Group on behalf of Enterprise Green Communities.

SERVICE / SUPPORT / EMERGENCY

If you are experiencing a health or safety emergency **DIAL 911**

Building Management stpeter@wesleyliving.com

Building Maintenance stpeter@wesleyliving.com

Police Non-Emergency Line 901.545.2677

City Information 311 / www.memphistn.gov

Regional Transit 901.274.6282 / www.matatransit.com



WELCOME TO OUR COMMUNITY!

The purpose of this resident manual is to provide you with the tools, information and resources to help you create and maintain a green and healthy home, community, and lifestyle.

THIS MANUAL

- Provides guidance on maintaining and operating your home
- Offers tips and suggestions for creating and maintaining a healthy and green lifestyle
- Outlines building policies and procedures
- Provides maps of the building and nearby amenities, including public transportation access and bike trails
- And much more!

Please refer to your lease agreement for specifics on building policies and regulations..

Thank you and welcome home!

Josie Bowman-Woods
Director of Asset Management
901.259.9873



WHAT TO EXPECT FROM YOUR HOME

This is an Enterprise Green Communities Building.

Enterprise Green Communities is the first national green building program developed for affordable housing. The program was developed by Enterprise Community Partners to provide a clear, cost effective framework for all kinds of affordable housing: new construction and rehabs in multifamily, as well as single family buildings.

Because there are many ways to build green, Enterprise Green Communities provides developers with guidelines to ensure the homes built are healthy and sustainable for their tenants. To achieve EGC Certification, a project needs to earn points in eight categories:

1. Integrative Design
2. Location and Neighborhood Fabric
3. Site Improvements
4. Water Conservation
5. Energy Efficiency
6. Materials Beneficial to the Environment
7. Healthy Living Environment
8. Operations and Maintenance

To learn more about the Enterprise Green Communities rating system, please visit www.enterprisecommunity.org/green.



WHAT A “GREEN” HOME MEANS TO YOU

While your new home may look just like what you have seen in other places you've lived, it is **designed with high standards and the intent to reduce environmental impact and improve human health.**

You are living in a home that is comfortable, energy efficient, affordable to maintain, and long-lasting. Your home:

Social Equality



- Improves your health and wellbeing
- Improves air quality and reduce toxins
- Increases access to basic amenities and alternate transportation
- Enhances comfort and control in the home

Economic



- Reduces the cost to operate the building
- Lowers utility bills
- Increases occupancy of the homes
- Improves performance and durability of the equipment

Environmental



- Protects nature, wildlife and its diversity
- Provides better air and water quality
- Conserves natural resources

This guide will help to explain the special features in your home that will protect your health and well-being while also giving you actionable tips and information to live a green, healthy, and thriving lifestyle.

Use the icons at the bottom of each page to navigate the guide.





BUILDING FEATURES

Low or non-toxic volatile organic compounds (VOCs) in all paints, coatings, sealants, adhesives, and flooring

- This means cleaner air for you! It is proven that these materials help reduce health problems associated with asthma and other chronic issues.

Plumbing fixtures that use less water than traditional fixtures

- These fixtures will reduce water consumption and help our state and country through drought struggles.

Lighting and heating equipment that **improves comfort and controllability**

- You will be thankful for easy-to-use and efficient fixtures and equipment that will improve your comfort at home and reduce harmful emissions.

Designed for resiliency to help withstand any unexpected weather events or loss of power.





HEALTHY



LIVING



LIFESTYLE LIVE GREENER

There is a strong connection between your personal lifestyle choices and the health of the environment. In taking care of your health you are taking care of the earth (and vice versa).

LIVE GREENER

1. Buy Local

Buying local reduces the emissions required to get goods to consumers while supporting the local economy and providing you with fresher, healthier foods and products.

2. Use Green Cleaning Products

Choose non-toxic, zero VOC, biodegradable products in recycled packaging or use homemade substitutes when possible. This is better for your family's health, your wallet, and the environment.

3. Stay Active

Use the stairs, ride your bike, go for a walk. Staying active greatly decreases risk for chronic disease, obesity, and health disparities. It also keeps you living longer and decreases your cost of healthcare.

4. Use Public Transportation

Public Transportation cuts down on your environmental footprint, so does carpooling! Find out more information on the public transportation in your area in this guide.

DID YOU KNOW?

The **more connections** we have to the people and places around our home, the healthier and happier we are and the longer we live. – Robert Putman, Harvard University Professor





LIFESTYLE STAYING ACTIVE

This building has been designed with your fitness and health in mind. Several amenities are provided to ensure you can be active.

- **Stairwells** Gone are the days of boring, poorly lit stairwells. The stairs in this building are well-lit to encourage residents to use the stairs.
- **Activity Space** On site there are dedicated recreation spaces for adults and children. These areas are intended to encourage residents to connect and be active.



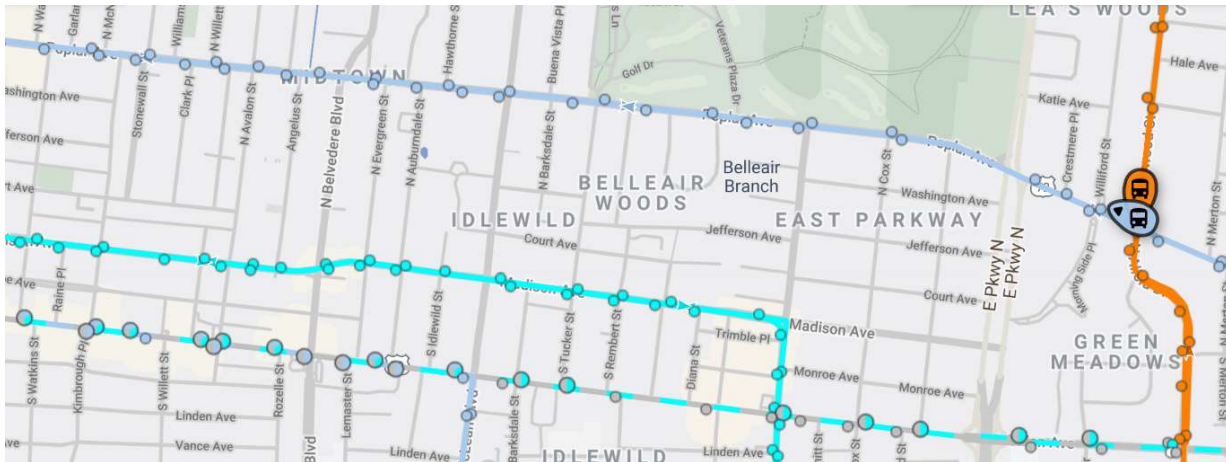
COMMUNITY SERVICES



COMMUNITY CONNECTION TRANSPORTATION



For information visit this website:
www.matatransit.com

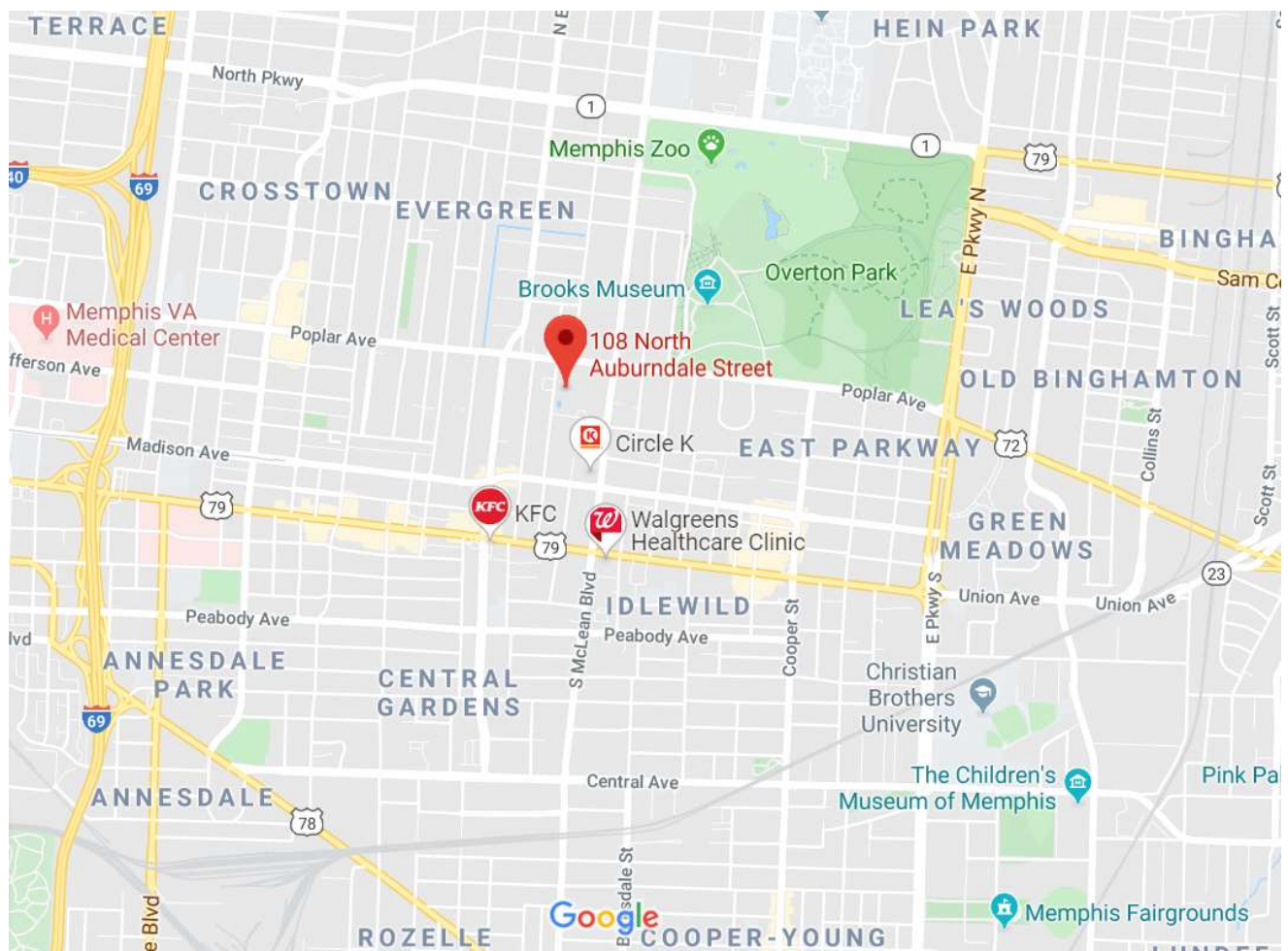




COMMUNITY CONNECTION OPEN SPACE

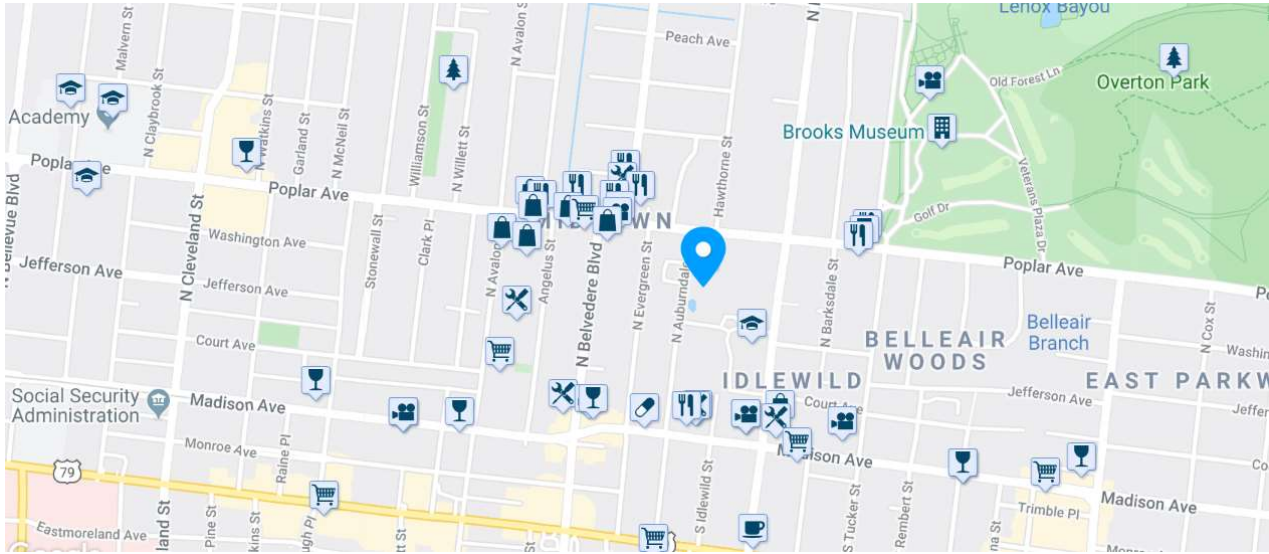
There are a number of parks surrounding St. Peter Manor. For additional information visit this website:

<http://parkreservation.memphistn.gov/#/search-results>



COMMUNITY CONNECTION

NEARBY AMENITIES



What's Nearby

Restaurants:	
India Palace	.1mi >
Coffee:	
Starbucks	.5mi >
Bars:	
Hi-Tone	.3mi >
Groceries:	
Joe's Wines & Liquor	.2mi >
Parks:	
Williamson Park	.5mi >
Schools:	
Memphis Catholic Middle And2mi >
Shopping:	
Mapco Express	.1mi >
Entertainment:	
Circuit Playhouse	.1mi >





BREATHE EASY AVOID ASTHMA AND ALLERGY TRIGGERS

Help keep your home clear of these common asthma and allergy triggers.

1 PESTS

3 MOLD & MOISTURE

2 TOBACCO SMOKE

4 DUST MITES

Report Issues Report problems to management as soon as possible.

Good Housekeeping Be sure to: clean up food waste daily, avoid collecting boxes/papers/magazines, check cupboards and corners for pests and mold, maintain a regular cleaning routine.

Treat Pets Have pets treated for fleas and other pests yearly.

No Pesticide Foggers Avoid using foggers as they are often ineffective and contain products that are harmful to your health.

Report Leaks Report plumbing/roof/toilet leaks to management as soon as possible. A small leak can turn into a big problem quickly.

Exhaust Fans Use the exhaust fan in your bathroom to avoid mold and moisture damage. Clean regularly to avoid buildup of dust.

Smoking Smoke is not allowed on the property.

If you or a family member is experiencing persistent **hives, rash, or breathing issues**, contact your health care provider.





SMOKE FREE SMOKING POLICY & SUPPORT

Smoking is not allowed on the property.

Why is Smoke Free Housing Good?

- Smoking is the #1 cause of lung cancer and shortening of lives
- Smoking is the #1 cause of severe ear aches and asthma in children
- Secondhand smoke is the third leading cause of preventable death
- Secondhand smoke can cause Sudden Infant Death Syndrome (SIDS) in babies
- Limiting exposure to smoke improves your chances of avoiding heart disease and other problems
- Smoking poses a fire hazard and damages interior finishes

Resident Role

- To be respectful to others and ensure the health and wellbeing of all residents, please smoke outside at least 25 feet from windows and doors
- To keep our grounds clean and safe, please use an ashtray and throw away butts properly



ABOUT



YOUR HOME



ENERGY COMFORT & EFFICIENCY

Reducing your ENERGY consumption provides the **greatest opportunity to positively affect the environment**. This is because the energy produced by power plants to fuel the building results in major greenhouse gas emissions – impacting air quality, wildlife, and climate. Also, **saving energy saves money!** Which means ...more for you and more funding available to management to support services and programs that could benefit you and the residents of the building.

LIGHTING, DAYLIGHT AND VIEWS

- Efficient light fixtures have been installed throughout the building
- Access to daylight and views to enhance personal wellbeing and cut down on the need for electric lighting.

ADDED COMFORT

- The walls, floors and roof all have increased insulation and improved air sealing to prevent drafts, leaks, and cold surfaces.
- The windows are double-paned in order to keep conditioned air inside in and the outside air outside.

ENERGY STAR APPLIANCES

- Dishwashers, and refrigerators that are Energy Star rated to minimize energy and water use. See the next page for usage tips.

DID YOU KNOW?


Buildings consume approx. **39% of the energy** and **74% of the electricity** produced in the U.S. – USGBC LEED Reference Guide v4

Better building energy performance means fewer greenhouse gases emitted. That means **cleaner air** and **healthier people**.





ENERGY STAR TIPS WASHING MACHINE

- **Always use HE (high efficiency detergent).** Regular detergent makes too many suds which effects performance of the machine. Look for the blue  when purchasing.
- **Fill it up.** It takes the same amount of energy to wash regardless of the size so run full loads when possible.
- **Wash in cold.** Heating water uses 90% of the energy it takes to run a load. Cold water will do just as good a job cleaning clothes and can save over \$40/year.
- **Avoid the sanitary cycle.** This super-hot cycle uses lots more energy.
- **Leave the door open after use.** Front loading washers use airtight seals to prevent leakage which can trap moisture and lead to mold. Leave the door ajar after use to allow the moisture to evaporate.
- **Rinse the washer monthly.** Some manufacturers recommend a monthly rinse with 2 cups of white vinegar with 1/3 cup of baking soda to reduce the risk of mold or mildew.

DID YOU KNOW?

Washing in cold water cleans just as well as warm or hot water and prolongs the life of your clothes. - The Smithsonian, "The Case for Washing in Cold"





ENERGY STAR TIPS CLOTHES DRYER

- **Hang dry.** Air drying saves energy and prolongs the life of your garments.
- **Use the moisture sensor option.** Many new clothes dryers come designed with a moisture sensor that will automatically shut off the machine when clothes are dry. This saves energy and lengthens the life of your clothes.
- **Clean the lint filter.** Cleaning the lint filter after every load will improve air circulation and increase efficiency. It is also an important safety measure in reducing fire hazards.
- **Scrub the lint filter regularly if you use dryer sheets.** Dryer sheets can leave a film on the filter that reduces air flow and over time, can affect the performance of the motor.





ENERGY STAR TIPS REFRIGERATOR

- **Set at the appropriate temperature.** Keep your refrigerator at 35 – 38 degrees Fahrenheit.
- **Allow air to circulate behind the fridge.** Leave a few inches between the wall and the refrigerator.
- **Check the door seals.** Make sure the refrigerator seals around the door are airtight. If not sealing tightly, contact management.

DISHWASHER

- **Scrape, don't rinse.** Rinsing dishes can use up to 20 gallons of water before dishes are even loaded. Your Energy Star dishwasher and HE detergent are designed to do the cleaning so you don't have to.
- **Load it up.** Dishwashers use about the same amount of energy regardless of load size, so run full loads whenever possible.
- **Skip the heat.** Select the no-heat drying option. It provides good drying results with less energy.





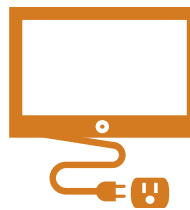
ENERGY

ENERGY CONSERVATION TIPS

Lights contribute a significant percentage of electricity use in your home. Replacing incandescent bulbs with high-efficiency LEDs reduces electricity use and saves up to \$45/month. If done in every household in the U.S. it would reduce greenhouse emissions equivalent to taking 10 million cars off the road.



USE LED LIGHT BULBS
Use high-efficiency bulbs and reduce energy use by up to 80%



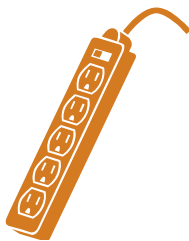
TURN OFF/UNPLUG APPLIANCES
Unplug when not in use. For example, TV, DVR, fans and coffee maker.



TURN LIGHTS OFF
Turn the lights out when you leave a room and use natural light over electric lights when possible.



KEEP REFRIGERATOR CLOSED
Think about what you need prior to opening the fridge to minimize time spent with the door open.



USE POWER STRIPS
It's easier to turn off/unplug all appliances at the same time and remove "phantom/vampire" energy loads.



UNPLUG CELLPHONE/LAPTOP CHARGERS
These use energy even when the electronic is not being charged. This is called a "vampire" or "phantom" load.





ENERGY HEATING SYSTEM GUIDELINES

Your home's heating system has been designed to reduce the impact on the environment, save energy, and be comfortable. In your home there is a wall-unit heat pump which provides heat and air conditioning. This machine is controlled by a thermostat. The thermostat is a useful tool to save energy and keep you comfortable. Seek assistance from the property management to set your thermostat.

One of the best ways to stay comfortable in your home and use less energy is to use your thermostat's programmable settings. In the winter, you can program it to automatically **turn up the heat while you get ready in the morning, turn it down while you're away, turn it back up in the evening, and turn it down when you go to sleep.** This is a great energy saving feature. If your thermostat needs resetting or readjusting, please contact management. Rather than disabling the programming feature, ask for help.

Do not try to use the thermostat as an accelerator to ramp up heat quickly as this causes unnecessary demand on the equipment and wastes a lot of energy..

NEVER use your oven to heat your home and try to eliminate the use of space heaters. These can release carbon monoxide (a deadly toxin), pose a fire hazard, and are expensive to run. If you are uncomfortable in your home, please contact management.

DID YOU KNOW?

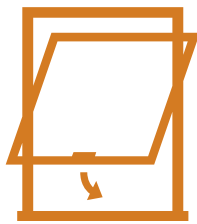
Heating and cooling our homes accounts for almost **HALF** of the energy use in the average American home. – US Department of Energy (DOE) 2014





ENERGY HEATING SYSTEM TIPS

Please **DO NOT** use portable heaters as they are a fire hazard and are very energy intensive. Instead, dress warmly and let sunlight into your home. Close doors to rooms that are not being used to help contain the heat. **Keep all heating vents clear of obstruction to ensure heat can enter the room.**



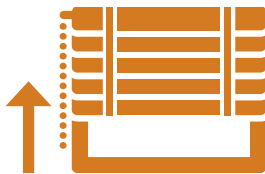
KEEP WINDOWS CLOSED

Heating your home while allowing cool air in and hot air out wastes energy.



SEAL LEAKS

If you think you have an air leak, contact management to get it fixed. This improves energy and keeps you comfortable.



OPEN CURTAINS

Allowing the sun to warm your home reduces the demand on your heating (and lighting) system.



USE BLANKETS AND DRESS WARMLY

Using blankets and wearing layers cuts down on the need to turn up the thermostat.





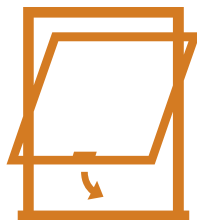
ENERGY COOLING SYSTEM GUIDELINES & TIPS

Your home has a traditional central air-conditioner. This means that you are able to control the temperature of your home with the thermostat mounted on your wall.

The keys to comfort include air temperature and humidity levels. In the summer high humidity is a real comfort issue. Your AC will provide both cooling and dehumidification in the summer months. This means it is a good idea to run your air conditioner when it is humid outside.

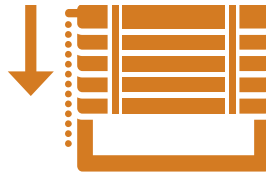
The heating and cooling of your home is maintained by the same thermostat. See Page 38 for more on thermostat usage.

Cooling your home uses a lot of energy in the summer months. Ensure your comfort and efficiency by following these tips:



CLOSE WINDOWS WHEN THE AC IS ON

Letting cold air out and hot air in wastes energy.



CLOSE CURTAINS

In the summer months, stay cooler during the day by keeping the sun from heating your home.



SET THE AC TEMP AT 78 DEGREES OR MEDIUM

During cool nights, open windows and turn the AC off or turn the thermostat up a few degrees.



USE A FAN

Instead of (or in addition to) turning on the AC, use a ceiling, window, or portable fan to keep air cool.

DID YOU KNOW?

The amount of energy consumed in the U.S. every year to power our air conditioners is about the same as the amount of energy consumed by the entire continent of Africa.

– Stan Cox, University of Yale 2012





WATER SMART SAVING WATER IN YOUR HOME

Water is one of the Earth's **most valuable resources**, yet many of us don't take the time to think about where our water comes from. In fact, every year the number of states in drought grows and fresh water is becoming scarce. **Less than 3% of the water on Earth can be used for drinking and only 0.5% is readily available.**

For these reasons, your home has been designed with high-efficiency water fixtures to help conserve this precious resource.

	AVERAGE FIXTURE	YOUR FIXTURE	YOU SAVE
Showerhead	2.5 gallons/min	1.8 gallons/min	 EVERY YEAR!
Bathroom Faucet	2.2 gallons/min	1.5 gallons/min	
Kitchen Sink	2.2 gallons/min	1.8 gallons/min	
Toilet	1.6 gallons/flush	0.8 gallons/flush	
Dishwasher	10 gallons/cycle	3.5 gallons or less	

You may notice that your kitchen and bathroom sinks have a lower flow. This helps to greatly reduce excess water being wasted and to save on utility bills.

The dishwashers and washing machines in the building have a shorter/eco cycle setting to help reduce water consumption as well. Whenever possible, choose to conserve!

DID YOU KNOW?

The average person uses **80-100 gallons** of water each day! That's over **31,000 gallons** per year! – US Geological Survey, 2015





WATER SMART WATER CONSERVATION TIPS

It takes lots of energy to pump, treat, and heat water so saving water reduces greenhouse gas emissions and can protect this necessary resource. Saving water around the home can be simple by following these steps:



TURN OFF WATER WHEN NOT IN USE

Turn off water while you brush your teeth, shave your face, and wash your hands.



WASH FULL LOADS

A full load of laundry uses less water than two half loads.



DO NOT FLUSH GARBAGE

Never use the toilet as a wastebasket. Save water and prevent blockages by disposing of waste properly.



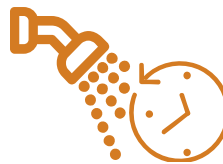
REFRIGERATE DRINKING WATER

Don't run water to wait for it to get cold. Fill up a labeled bottle and put it in the fridge.



RECYCLE WATER AROUND THE HOUSE

For example, you can collect water used to wash fruits and veggies for watering house plants.



TAKE SHORTER SHOWERS AND FEWER BATHS

Showers typically use less water. Shortening your shower even by 1 minute can save over 500 gallons per year.



FIX DRIPPING FAUCETS AND RUNNING TOILETS

If you notice an issue with your plumbing, notify management right away.





CLEANING



RESOURCES



WASTE

WAYS TO REDUCE WASTE

Think of other ways to reduce waste such as:

- Donating lightly used items to ARC, Disabled Veterans, or other Re-use stores
- Giving books to libraries or items that can be used in the classroom to schools
- Delivering games and puzzles to senior centers and hospitals

The county has means of recycling electronics to reduce e-waste (TVs, microwaves, chargers, etc.) from going to landfills. For more information, go to: <https://www.sustainablesheby.com/recyclingGreenMaterials>



USE A REUSABLE BOTTLE

Each year, billions of plastic water bottles are thrown away.



DO NOT USE DISPOSABLES

Avoid using Styrofoam cups, paper plates, plastic utensils, and single use coffee cups.



USE REUSABLE SHOPPING BAGS

Take your own bag for groceries to help cut down on single use plastic bags.



END JUNK MAIL

Remove yourself from mailing lists. For more information, visit: www.catalogchoice.org



REUSE/RECYCLE

Think twice before putting something in the trash. Decide if there is a better way to dispose of or reuse the item.





WASTE

RECOGNIZE HAZARDOUS WASTE

Be smart about hazardous waste. It can threaten human health and contaminate the air, water, and soil. It is important to dispose of these items properly. Contact management for assistance with disposal of these products.

For collection / drop-off information, please visit <https://www.sustainableshelby.com/recyclingGreenMaterials>



BATTERIES & ANTIFREEZE



TVs, CELL PHONES & ELECTRONICS



FLOURESCENT LAMPS & LIGHT BULBS



PAINT & PAINT PRODUCTS



AEROSOL CANS, POOL CHEMICALS & HOUSEHOLD CLEANERS



MEDICATIONS, MERCURY THERMOMETERS & THERMOSTATS



PESTICIDES, HERBICIDES & CHEMICAL FERTILIZERS



COMPUTERS, PRINTERS & PRINTER CARTRIDGES



CAMPING FUEL





GREEN SPACE CONTRIBUTUE TO GREEN SPACE

Green space is essential to the health of our planet. Plants help clean the air we breathe, absorb greenhouse gases, provide habitat for wildlife, maintain diversity, and reduce the hot temperatures in the summer.

You can help maintain our community's green space by adhering to the following guidelines:

1. PICK UP LITTER Litter attracts pests, is harmful to wildlife, and leads to more crime. Help keep our community space beautiful and clean.

2. LEAVE THE PLANTS IN PLACE Do not pick or trample plants and flowers. The landscaping is intended for all to enjoy and leaving them alone keeps them healthy and thriving. Also, the more plants and vegetation we have, the safer the neighborhood is.

3. PICK UP DOG WASTE Keep green space enjoyable for everyone and dispose of pet waste properly.

4. KEEP THE COMMUNITY SPACES FREE OF PERSONAL ITEMS The non-personal community spaces both inside and outside are for use by all residents. Contribute to their maintenance and upkeep by keeping personal items in your own homes.

5. GET INVOLVED Help with local cleanup projects, urban gardening, spreading the word, and simply spending time outside.

DID YOU KNOW?

Researchers found that residents whose apartments were exposed to green spaces **reported fewer aggressive conflicts**, including domestic violence, than those who had no views of green space. They also **procrastinated less** on major goals, like finding a job or new home and were less likely to think their problems were unsolvable. — Kuo, Journal of Environment and Behavior 2011





GREEN CLEANING THE RIGHT PRODUCTS FOR YOU

How can you tell if a product is sustainable and healthy?

“Green” cleaning products have specific ingredients that help to create a healthier indoor environment and reduce outdoor smog by avoiding volatile organic compounds (VOCs).

SELECT PRODUCTS LABELED

- Unscented
- Concentrated
- Biodegradable
- Non-toxic
- Low or no-VOC
- Phosphate Free
- GreenSeal Certified
- Design for the Environment

AVOID PRODUCTS LABELED

- Anti-bacterial
- Anti-microbial
- Highly flammable or combustible
- Danger
- Poison
- Corrosive
- Caution
- Never use chlorine bleach or ammonia

The way you clean also matters. Follow these best practices:

- Sweep and mop the floors of your apartment at least 1x/week
- Vacuum the carpet regularly
- Wash dirty dishes and kitchen surfaces daily
- Wipe up spills immediately
- Clean discolored surfaces or cracked grout with baking soda or borax. If discoloration persists or gets worse, contact Management
- Open windows to let fresh air in when the heat and A/C is off
- Clean your stove's range hood and grease filter
- Avoid using bristly cleaning brushes and abrasive products
- Regularly replace sponges and cleaning rags
- Don't mix cleaning products
- Dispose of chemical products properly





DO IT YOURSELF EASY RECIPES FOR HOUSEHOLD CLEANERS

BASIC WINDOW CLEANER

¼ Cup white vinegar
Water

Pour white vinegar in a spray bottle and fill to top with water. Spray on surface and wipe with clean sheets of newspaper.

ALL-PURPOSE SPRAY

2 Tbsp. white vinegar
½ Tsp. liquid dish soap
1 Tbsp. baking soda
2 Cups warm water

Combine vinegar and soap in spray bottle. Add baking soda and wait until foaming stops. Add water and shake to mix. Spray and let sit before wiping with a clean rag.

PEPPERMINT FLOOR CLEANER

¼ Cup Murphy's Oil Soap
1 Cup white vinegar or lemon juice
1 Cup very strong peppermint tea

Combine ingredients in a bucket of warm water and mix until sudsy.

Scrub floor with mop or rag. Follow with a clean water rinse.

TOILET BOWL CLEANER

Sprinkle baking soda inside bowl
Squeeze in a few drops of
Murphy's Oil Soap or Castile Soap

Scrub toilet with a bowl brush and finish outside surfaces with a rag sprinkled with baking soda.

Rinse well with clean water.

Cut out the above green cleaning recipes and post on your refrigerator!





PEST MANAGEMENT PREVENTION TIPS

Pests can carry disease. If you find bugs, ants, rodents, or other pests in your apartment, report it to management immediately. Pests are often not a sign of “dirtiness” and are something that can happen to any of us.

If you do find pests, please **use non-toxic pesticide products** and avoid those products that are dangerous to your health, such as Raid spray and Moth Balls. Most pesticides are poisons, and they are often **poisonous to humans**, as well as to pests. Studies have linked some pesticides to cancer, birth defects, neurological disorders, and immune system disorders, as well as allergies.

Non-toxic solutions (such as sprinkling borax), baits and traps should be used prior to more aggressive means.

The best strategy is **to keep pests from coming into your apartment in the first place.**

- **Clean** up food and spills right away
- **Clean** the kitchen regularly
- **Sweep** the floors regularly
- **Rise** bottles before recycling
- **Take out** garbage and recycling regularly
- **Minimize** clutter and paper piles

Carefully inspect all used furniture before you buy. **Most bed bugs are carried into the home on used furniture.** If you have bed bugs contact Management **ASAP.**





HEALTH HAZARDS MITIGATION AND PREVENTION

Fire

Smoke detectors have been installed to provide early warning against deadly smoke. Do not dismantle your alarm. If it starts beeping, the batteries need to be replaced. Do so as soon as possible.

Carbon Monoxide

Monitors have been installed to prevent CO poisoning. Carbon Monoxide (CO) is a silent killer. It has no smell, taste, or color. Do not dismantle or unplug your alarm.

At least two times per year **test your smoke detector**. This is done by pushing the button in the center. Notify Management immediately if the alarm isn't functioning.





HEALTH HAZARDS NON TOXIC FINISHES

All the paints, coatings, adhesives and sealants used in the building have low/no volatile organic compounds (VOC). In addition, all composite wood products (cabinets, cupboards, countertops, etc...) have no added urea formaldehyde. VOC and formaldehyde are carcinogens that are often found in building finishes.

If needing to use one of these products (sealing furniture, painting, caulking, etc...), please select No/Low VOCs and Urea Formaldehyde Free. The following are good guidelines:

	PAINT TYPE	MAXIMUM VOC LIMIT
	Primers and sealers	100 g/L
	Coatings, flats and non-flats	50 g/L
	Opaque floor coatings	50 g/L
	Rust preventative coatings	100g/L
	Clear wood finishes	275 g/L



MAINTENANCE



& SAFETY

IMMEDIATELY TURN
OFF APPLIANCE
TO REMOVE HEAT
SOURCE. Apague
el artefacto.

NO. AC-370182

Kidde

SPECIAL FOR RESIDENTIAL COOKING
MEDIA PIRE EXTINGUISHOR
EXTINGUISHOR PARA COCINA

MADE IN MEXICO
7000-0000-00



EMERGENCY PLAN

Move-in Checklist

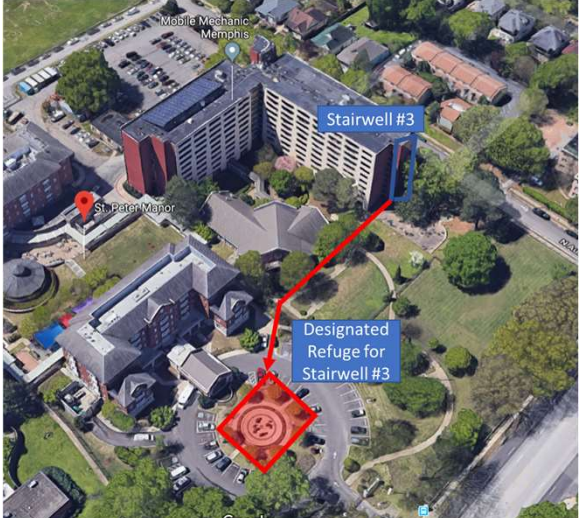
Prior to move-in, please fill out the “Tenant Information/Emergency Contact” form provided at move in. We require Tenants to designate at least one occupant as emergency contact and provide us with their name, email addresses, work, home and cellular telephone numbers. This number will be used in an emergency to provide directions and emergency response plan.

Reporting an Emergency

In the event of an emergency, ensure your safety and then call 911 immediately or when safe to do so. 911 operators will dispatch the appropriate emergency personnel. After calling 911, immediately contact building management.

Evacuation Zones

Use the below map to evacuate the buildings to your designated refuge during a building evacuation. Stay calm and await instructions from a designated official.





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Tornado When a warning is issued by sirens or other means, seek inside shelter. Consider: (1) Small interior rooms on the lowest floor and without windows, (2) Hallways on the lowest floor away from doors and windows, and (3) Rooms constructed with reinforced concrete, brick, or block with no windows. • Stay away from outside walls and windows. • Use arms to protect head and neck. • Remain sheltered until the tornado threat is announced to be over.

Earthquake Stay calm and keep away from overhead fixtures, windows, filing cabinets, and electrical power. • Assist people with disabilities in finding a safe place. • Evacuate as instructed by a designated official.

Blizzard Stay calm and await instructions from a designated official. • Stay indoors! • If there is no heat: - Close off unneeded rooms or areas. - Stuff towels or rags in cracks under doors. - Cover windows at night. • Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration. • Wear layers of loose-fitting, light-weight, warm clothing, if available.





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Power Outages

Keep freezers and refrigerators closed to limit food spoiling. Do not use a gas stove to heat your home. Have alternate plans for refrigerating medicines or using power-dependent medical devices. If safe, go to an alternate location for heat or cooling and to preserve medical devices and medicines. Check on neighbors.

Extreme Heat

Find air conditioning. Avoid strenuous activities. Drink plenty of fluids to stay hydrated. Do not use fans if temperature is above 95 degrees as this could increase risk of heat-related illness. Check yourself, family members, and neighbors for signs of heat-related illness.

Building Fires

Call 911. Stay calm and evacuate building. Before opening a door, feel the doorknob and door. If either is hot, or if there is smoke coming around the door, leave the door closed and use your second way out. Open doors slowly. If you cannot get out, close door, cover vents and cracks around doors and windows to keep smoke out. Call 911 or signal to emergency responders your location.





SITE MAINTENANCE

Personal Items In order to keep pests away and maintain the beauty of the neighborhood, please keep the sidewalks and public common areas clear of any bicycles, motorcycles, grills, toys, trash, cigarettes, or other personal items.

Patios/ Decks When cleaning your patio, deck, or sidewalk please sweep it off with a broom rather than using a hose or water. This decreases cracking of the cement and helps to conserve water.

Beautifying To maintain a nice exterior appearance throughout the community, all window coverings must be approved or furnished by management. No signs, signal, illumination, or advertisements are allowed to be displayed on windows, doors, or any other part of the building. If you wish to hang personal items near your entrance, please contact management for approval first.

Landscape The plants on this property are either local plants native to the climate and region or plants that survive well in our climate with little need for maintenance. This helps conserve water, provides needed habitat for local wildlife, and limits weed growth. If you would like to plant some of your own plants, please contact management for any guidelines or rules.

Irrigation The irrigation or lawn watering system was designed to limit water use while ensuring we maintain healthy plants. The plants receive just the amount of water they need through the use of zoned systems, drip irrigation, and a rain sensor. If you notice an issue with the irrigation system, please let management know.





HOME MAINTENANCE CHECKLIST

	SPRING	FALL	MONTHLY
INTERIOR WALLS, CEILINGS, DOORS			
Check for signs of water damage	x		x
Check operation of windows and doors	x		
Check for rodents and pests			x
PLUMBING FIXTURES AND APPLIANCES			
Check and clean refrigerator coils	x		
Check and clean refrigerator drip pan	x		
Check plumbing traps and drains	x	x	
Check hot water heater for leaks			x
Check bath and kitchen fans		x	
APPLIANCES			
Clean kitchen range hood screens			x
Clean exhaust fan outlets		x	
Clean A/C coils, drains	x		
ELECTRICAL AND HVAC			
Check smoke and CO alarms	x	x	
Clean air conditioner filters	x		
Replace dehumidifier filters		x	

If anything is **broken, leaking or needing repair**, please contact management (stpeter@wesleyliving.com) as soon as possible.





EMERGENCY MAINTENANCE

If you encounter any of these situations, contact management immediately:

- Inoperative smoke alarm or carbon monoxide detector
- Kitchen sink stopped up
- Water leak
- Overflowing or broken toilet causing leaks
- Stopped up toilet (after plunging failed)
- No A/C or Heat
- No hot water
- Power out
- Lightbulb replacement
- Gas leak or pilot light out
- Wall-mounted sink loose or fallen off the wall
- Inoperative stove
- Inoperative refrigerator/freezer
- Broken first floor window
- Broken entrance door lock
- Interior and exterior railings loose and/or broken
- Banister loose and/or broken

MANAGEMENT CONTACT NUMBERS

To Report a Leak or Concern

Property Manager – stpeter@wesleyliving.com

To Learn More About How to Conserve Resources

Property Manager - stpeter@wesleyliving.com

Other Comments/Questions

Property Manager - stpeter@wesleyliving.com

Thank you for helping to make St Peter Manor a healthy and happy community!

