



## Building Rules and Guide

1. **SMOKE DETECTORS** must not be disconnected. To temporarily disarm them, turn off the breaker marked with an asterisk then ensure that it is turned back on when the smoke has cleared.
2. **SOAP** made specifically for dishwashers is the **ONLY** soap that can be used in your dishwasher. Liquid dish soap used to wash dishes by hand **SHOULD NOT** be used in either the dishwasher dispenser or the rinse dispenser. This will cause suds to run out of the door of the dishwasher.
3. The **GARBAGE** chute should only be used between 8:00 a.m. and 9:00 p.m. Please bag **ALL** garbage in small bags only. Do not put cardboard or larger items down the chute, as this will plug the chute. Dispose of larger items in the black garbage bin on the North side of the building. Newsprint and cardboard can be recycled in the green bin also in the North Alley. Please do not put wet garbage bags in the garbage chute. Cat litter must be double-bagged.
4. Non emergency issues should be addressed to our office during business hours at 242-8322. **IN CASE OF EMERGENCY** please call the manager (222-2066). Please notify us **IMMEDIATELY** of any signs of significant water leakage. Non-urgent water issues such as dripping taps and running toilets are also important to us but can be handled during business hours.
5. The freezer in older refrigerators must be **DEFROSTED** on a regular basis. Ice build-up will damage the freezer compartment door. Use hot water to defrost the fridge, but refrain from using a knife to loosen ice, as this will damage the cooling system.
6. Please do not allow **BUILDING ACCESS** for people unless you know them.
7. All tenants should be familiar with the location of **FIRE EXIT** and safety equipment. In case of fire alarm tenant should exit the building except during system testing which dates will be posted by the elevator. The back fire exit door should never be propped open, even for a short time since this creates a security risk.
8. **LAUNDRY HOURS** are from 7:00 a.m. to 11:00 p.m..
9. **HEAT REGISTERS** should not be obstructed by curtains and furniture since they depend on a free airflow to operate.
10. **AIR CONDITIONER FILTERS** should be removed and cleaned before air conditioners are started up each spring.
11. **CARPETS** should not be cleaned by tenants. Should you spill something or damage the carpet in any way please contact management immediately, so that we can either clean it or have it professionally done. Damage done by incorrect cleaning of carpets may result in carpets having to be replaced.
12. Please minimize **NAIL HOLES** in walls since these must be repaired upon move-out and such repair may be charged to your security deposit depending on the extend of the repair. Tenants should not fix holes in the wall, including nail and pin holes.
13. Only tenants living in the building may bring **BICYCLES** inside. All others must leave bicycles outside. Bicycles may be left at the top of the 4th floor central stairway, out of the way of the stairs, but nowhere else in the common areas.
14. **PETS** are not allowed.
15. Please do not feed **PIGEONS** around the building.
16. It is acceptable to leave **UNWANTED BELONGINGS** in the foyer for others to re-use provided that the items do not block access or make the area look untidy, however you will be responsible to remove any items untaken after two days.