

Welcome to Prairie Place Apartments



Here are a few things that will help you get acquainted with your new apartment:

Mail

Your mailbox is labeled with your apartment number and located on the first floor at the east end of your building. If you do not wish to have packages left outside your front door, you should notify the deliverer.

Electrical

The electrical system is on a circuit breaker. The breaker box is located in the closet of one of your bedrooms. All of your breaker switches should be pointing towards the center of the panel. If a breaker is “tripped”, then it is pointing away from the center and you need to reset it by switching it back to the center... like a light switch. (See below for picture).

You also have a GFCI (Ground Fault Circuit Interrupter) outlet in your kitchen and bathroom. All GFCI outlets have a reset button in the center. If this outlet is not providing electricity, then simply push the reset button to renew the electricity. This button will likely be black or red, however some are the same color as the outlet (they will be labeled). If you lose power in all or part of you apartment you should first check your breakers and then your GFCI outlets. If neither of these solves the problem then



Standard GFCI
Outlet



Circuit Breaker

please call us.

Heating/Cooling

Your apartment is heated with a gas hot water heater, which is located in the closet of one of your bedrooms. You control the heat in your apartment using a standard thermostat (below). This water heater also heats the water for your kitchen and shower. Your apartment is cooled with a window air conditioning unit located in the living room. This



Standard Thermostat

unit is sufficient to cool your entire apartment. The controls are located on the face panel. If you live in 310 S. Prairie #105, then you are connected to the electric water heater in the adjacent laundry room.

Appliances

Your kitchen stove is gas and has three pilot lights. One pilot is in the broiler (the bottom section under the oven) and two are under the stovetop. The stovetop will be warm to the touch so take care when touching it, and NEVER have anything on the stovetop unless you are cooking!

Gas Range



Stovetop Pilot Light



If you smell gas in your apartment chances are one of your pilots are out. If one of your pilots does NOT have a blue flame coming from it, then you may relight it with a match or lighter. Please be careful when doing this, and call us and/or Ameren IP if the gas smell is strong. In addition, if you smell gas and all of your pilots are lit, then please open a window and call us. If it is after hours (before 8am or after 5:00pm) then please call Ameren IP at 800-755-5000.

Another appliance in your apartment is the water heater. In the rare case of a leak, you can shut off all water to the apartment by closing either water valve next to the water heater. Please see "*Heating/Cooling*" for more information about the water heater.

Avoid Charges: A service charge is necessary if we have to unclog your toilet. Nothing should go into your toilet that did not first come out of you!

You have a hard-wired smoke detector and a battery operated Carbon Monoxide detector in your apartment. Please check these devices monthly by pressing the “test” button. Neither device should be removed or disconnected at any time for any reason. Please see the informational flyer about Carbon Monoxide detectors on the “Community Living Guides” page.

Laundry

The laundry room is located between the 310 and 312 S. Prairie. You will be supplied a key to the laundry room on your move-in day. There are three washers and three dryers provided. They are coin-activated machines and the fee is \$1.25 to wash and \$1 to dry.

Parking

You have an assigned parking space in the East parking lot. The three spaces marked “Guest” are first-come-first-serve. All parking must be in designated, lined spaces. Any vehicle parked outside (or perpendicular to) the lines, in handicapped zones, or on the grass will be towed at the violator’s expense. There are bicycle racks provided for operable bikes and these should remain locked at all times.

Pest Control

Pest control is your responsibility. Operating this way allows you to implement the level of pest control you desire. Furthermore, there are people who object to the chemicals that come with pest control. Please contact Weldon Pest Control (217-355-1876) for your treatment needs. An abnormal pest infestation (i.e. you believe your neighbor’s living conditions are causing a pest problem) should be reported to your community manager.

Garbage Removal

The dumpsters are emptied on Monday and Thursday. Please put all garbage inside the dumpster or it will not be picked up. If you leave items outside the dumpster, you will be charged a hauling fee.

We hope that these things will help you to know your apartment and enable you to handle minor things on your own. Though there are things that you can handle quickly and easily yourself, please do not do any comprehensive maintenance to your apartment. If something ceases to work or if you have questions, then please let us know; that is what we are here for. You can reach our maintenance department at 217-378-2729.

Thank you for choosing a Royse + Brinkmeyer Apartments!

