

FAIRHAVEN HOUSING

AUTHORITY

RESIDENT'S HANDBOOK

1-19-2017

Dear Fairhaven Housing Tenant:

On behalf of the Fairhaven Housing Authority Board of Commissioners and Staff, I am happy to welcome you to your new home.

We are extremely proud of our beautiful complexes. The Fairhaven Housing Authority has an excellent management team and trained maintenance staff to assist you the resident in caring for all your needs.

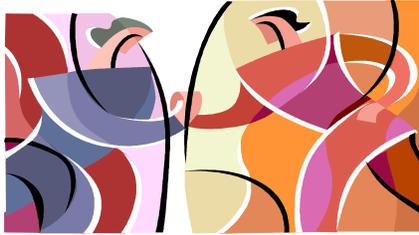
This booklet will serve as a handy reference guide for the rules, regulations and various features offered by the Fairhaven Housing Authority. It should answer most of your questions, but if not, please feel free to call for any unanswered ones.

We feel confident that you will enjoy living at the authority's housing and we will do everything in our power to help you maintain a high quality environment in our community.

Sincerely,

*Krisanne Sheedy
Executive Director*

INTRODUCTION



This handbook has been designed to let you know about living your life at the Authority's Housing. It outlines the rules and regulations that are not explained in your lease, the best way to take advantage of the many features your apartment offers and the process necessary to accomplish repairs. Please read this handbook carefully, it will help make your residency in our housing community a very pleasurable experience.

Fairhaven Housing Authority is a special community and unique place to live. Many of the features our complexes offer are used in common with you and your neighbors. In order that the Fairhaven Housing Authority fulfill its potential, respect and consideration for everyone involved remains the key to our success. Please join us to achieve the community spirit we all can be proud of.

THE MANAGEMENT OFFICE



The Fairhaven Housing Authority's office is located at our Oxford Terrace complex. Office Hours are from 8:00 A.M. to 4:00 P.M. Monday - Friday. Our Telephone Number is: {508} 993-1144. Our Fax Number is 508-717-0623. E-mail Address – fhvnhousing@comcast.net

If you have any complaints or problems please call the Executive Director or schedule an appointment. In order for the complaint or problem to be acted on it must be in writing.

Maintenance calls must be reported to the office, once documented a work order form will be processed and directed to the proper authorities and departments: the Executive Director, the Administration Department or the Maintenance Department.

1.

BOARD MEETINGS

All Fairhaven Housing Authority Board Meetings follow the Commonwealth of Massachusetts Open Meeting Law. Anyone wishing to speak must request to be placed on the agenda one week prior to the scheduled meeting. Our meetings are held on the third Thursday of the month at 1:00 P.M.

RENT PAYMENTS

*Your rent is due on the 1st day of each month and must be paid by check or money order {payable to the Fairhaven Housing Authority} and either mailed or dropped off at the Management Office. We also offer **ELECTRONIC FUND Withdrawal** for rent payment purposes. You need to complete an Electronic Payment form and provide a **VOIDED** check or your bank account number and routing number if you are interested in this form of rent payment. If you are going to be away during rent payment time, it is your responsibility to make arrangements with the Executive Director to establish how the rent will be paid. **See the attached Rent Collection Policy***

RENT CALCULATION AND CERTIFICATION

*The rent for your apartment is based on your income and family size. For our family tenants your income and deduction information is reviewed and adjusted **EVERY** year as mandated by your lease. For our Elderly/Disabled housing tenants your rent is reviewed and adjusted on the anniversary of your initial lease up, in **FULL** every **OTHER** year. The up-dated information needs to be provided as requested by the Executive Director. You will be notified in writing of what information you will need to provide. All recertification information obtained by the Executive Director and Management Office is confidential. On the “off” year your rent will be automatically calculated based on the percentage of increase from Social Security that you receive. If your income, medical expenses, insurance deduction or family size changes at any other time during the year, you should notify the Executive Director within seven {7} days. In order to maintain an orderly, effectively, managed property, management needs to know who lives at Fairhaven Housing Authority. IT is information required by the lease you have signed.*

FAIRHAVEN HOUSING AUTHORITY LEASE AND HANDBOOK

All tenants receive a copy of their Lease and Handbook when they first become a resident. Your lease is a binding contract between you and the Fairhaven Housing Authority. Your lease assures you the right to live in your apartment as long as you abide by and follow the rules and regulations set forth by the Board of Commissioners and the Commonwealth of Massachusetts.

GUESTS

*Your apartment can only be occupied by those persons listed on your lease or added thereto, in writing, with the approval of the Executive Director. You should not allow your apartment to be occupied by anyone else without first obtaining, on each occasion, written permission from the Fairhaven Housing Authority. Guests and visitors cannot stay overnight with tenants for a period longer than twenty one overnights in a 12 month period without the Authority's approval. Please report all overnight guest, either prior to their stay or immediately following, to the office as we need to determine if this lease provision is being violated. It is also important to know who is present in the building for safety purposes **All rules and regulations set forth for tenants also pertain to visitors and guest.***

TEMPORARY TENANT VACANCY

As a tenant of Fairhaven Housing Authority you must notify Management if you are going away on an extended vacation longer than a six {6} week period. It is also helpful if you let us know if you are in the hospital or a nursing home or rehabilitation facility. Your lease mandates you occupy your apartment for nine (9) months of a twelve month period. Your apartment must be your primary residence.

If you have a prolonged illness in which hospitalization or nursing home care is necessary, after a ninety {90} day period of temporary vacancy, you must obtain a diagnostic statement from your doctor, stating the illness and the date on which you can return to occupy your apartment. Your rent must be paid during the vacant time. Tenants must occupy their units nine months a year as outlined in the lease.

3.

COMMUNITY HALL

The Community Rooms/ Halls at each complex may be reserved for individual use with the Management Office. It must be understood that tenants cannot be excluded during any private use of the room. Most tenants are considerate and respect private use of the Community Room. A Liability release form must be signed before you may use the hall for private use and a set of hall rules will be issued.

The kitchen and hall must be cleaned after using it. Decorations must be approved by Management before using them. The person reserving the hall must remove and dispose of the rubbish. All kitchen supplies must be furnished by the person reserving the hall. Further information will be provided if needed. The consumption of alcohol or smoking are not allowed in the Community Room or in any common space/area.

A monthly calendar is posted at each complex designating the days reserved for community room activities including club meetings, bingo and etc.

LAUNDRY FACILITIES

*There is laundry rooms located at each complex. The charges for using the facilities are posted in the laundry rooms. These machines are to be used on a first come first serve basis. There are rules posted in the laundry room, please see that these rules are followed. You are responsible for your homemakers following the rules. Please be considerate to homemakers who use the laundry room, their time is limited. {please refer to the Laundry Room Rules attached}. A laundry card must be purchased for \$5.00 from the office or the Value Add Machine. Once you have a card, you deposit money onto the card which will then be deducted from the card upon each use of a washer or dryer. Each use of a washer or dryer is \$1.50. You **must use no more than ¼ cup liquid laundry detergent** in the front load washing machines. It is advised that you use HE (high efficiency) rated liquid detergent for optimal use of the washing machines.*

4.

MAIL BOXES

The tenants who live in the cottages {at 1 - 40 McGann Terrace} have their mail delivered individually. All mailboxes at our other complexes are located on the first floor near the entrances. Upon moving in, a mail box key will be issued, it can not be duplicated, therefore if you should lose it you must notify the office. If you are away on vacation or in the hospital, please make arrangements for your mail to be cleared from your mailbox.

KEYS

Tenants are provided with one apartment door key, one exterior door key and one mailbox key initially on lease up, although some complexes have slightly different key arrangements.

The key policy, a copy of which is attached, explains the procedure for replacing lost keys or requesting additional keys and the associated fees.

EMERGENCY PULL CORDS

*All the senior housing apartments are equipped with two {2} emergency pull cord switches, one {1} in the bathroom and one {1} in the bedroom. Unlike a light switch the **OFF** position is **UP**. Always remember to let the cord hang freely, never tying them up from the floor. These switches are **NOT** connected to the Fairhaven Fire or Police Department nor are they connected to the management office at the Housing Authority. If you fall and need help of any nature, pull the cord attached to the switch in either location, by doing this it will release the lock on your apartment door and sound an alarm and activate a small light over your apartment door in the hallway indicating the apartment in trouble and alerting your neighbors that you require emergency assistance. Please remember neighbor, when going to the aid of your fellow neighbor, **do not move them**, assist them by calling **911**. Although this system is in place, it is older and not available in every room of the apartment. The Authority **STRONGLY** recommends that tenants should get a **LIFeline** or similar device that is monitored and more reliable.*

5.

INTERCOMS

There is an intercom system in every apartment. Please do not open the main entrance door without knowing who is at the door. Always identify your guest before buzzing them in. If there are any problems with the system, please notify management by calling the office.

SECURITY

Security is a growing concern in all communities. Please help us by being an active member of the community and reporting to the police, any concerns, especially after hours or on the weekends. You may report concerns to the management office if the office is open while the problem is taking place. It is best to contact the police whenever there are activities that are unusual or might be cause for concern.

*All hallway main entrance doors to the buildings are locked and can be opened by a key or intercom system. Please know who you let into the building. Keep your apartment door locked at all times. Please **DO NOT** open doors for people standing at the exterior door, even if you know who they are, unless they are visiting you specifically. Your neighbor may not want to visit with that person you just let in and now the visitor is knocking unannounced on your neighbor's door. The building security, essentially rests with you. Please be vigilant about visitors.*

Video surveillance cameras are being placed in our complexes as funding allows. As of 2016 the only building with surveillance cameras is Oxford Terrace.

Soliciting is prohibited in Fairhaven Housing. Please notify the management office if you are being bothered by solicitors.

GUNS/WEAPONS

The Fairhaven Housing Authority (FHA) recognizes that the Constitution of the United States allows for gun/weapon ownership. In the interest of safety and compliance with the laws of the Commonwealth of Massachusetts at all FHA owned properties the attached policy has been adopted: All tenants must declare firearms, ammunition and weapons of any kind which are to be kept in their FHA apartment;

6.

Owners of firearms must provide the FHA with a current firearms permit which is to copied and placed in their FHA file;

All firearms and ammunition must be secured in compliance with MA General Law.; Please see the attached policy for additional information and regulations.

SMOKE FREE HOUSING

*Effective January 1, 2014, the Fairhaven Housing Authority implemented a policy that ALL of our apartments and buildings will now be SMOKE FREE. Smoking of any item , including cigarettes, cigars, pipes, MEDICAL marijuana or recreational marijuana is not allowed in any apartment, common area, hallway, porch , balcony , laundry room or public bathroom. **Smoking is ONLY permitted 20 feet away from any building or building attachment, in order to reduce second hand smoke which travels through old duct work and can adversely the health and well being of the other tenants of the building.***

TENANT VEHICLES & PARKING

This Authority is not responsible for vandalism, theft, or damage to vehicles of tenants or their guest.

There are no assigned parking spaces. Anyone who has a Handicap placard on display on their rear view mirror inside their windshield is able to use a Handicap space as designated by the Handicap Parking sign. The vehicle does not have to belong to a tenant. One tenant owned vehicle is allowed exception being a married couple may own two vehicles. No vehicles may be on the property that are not registered or insured. Unregistered or uninsured vehicles will be towed and stored at the owner's expense. No vehicles may be stored on the property. Vehicle maintenance may not be performed on the grounds or in the parking lot, this includes changing oil or washing the vehicle.

7.

SNOW REMOVAL

Residents are asked to cooperate with the maintenance men during snow removal. The maintenance men will remove snow as soon as possible and as their schedule permits. Sand is also available for icy areas in the provided containers. During the winter months the walkways and stairs can get icy and our maintenance men try very hard to keep these areas ice free. There are some areas, due to where they are located, that get more ice than others, please be aware of this when walking and be sure to walk around them. All vehicles will need to move when the plow is on site to clean your parking spot/area. Please be available and cooperate with this requirement. The maintenance staff is not responsible or allowed to clean off or move your vehicle.

POWER SHUT OFF

It is recommended by this Authority that all tenants have in their possession a battery operated emergency lamp or flashlight to use during a power failure. The burning of candles is not allowed per the policy set by the Board due to fires caused by candles in the past.

INSPECTIONS

*As part of a program to evaluate potential problems before they become a major maintenance problem, the Fairhaven Housing Authority mandated by the **Department of Housing and Community Development** is actively involved in a preventive maintenance program. A major component of the program is regular and frequent inspection of apartments for unnoticed or unreported maintenance problems. Fairhaven Housing Authority's Lease requires that management inspect the unit annually. Please remember if you need repairs do not wait for the inspection. Call the office and report the problem immediately.*

If during the preventative maintenance inspections, management notices serious housekeeping problems that could lead to future maintenance or fire issues, they will bring those conditions to your attention and schedule a reinspection. Also resident caused damages are recorded, repairs will be made and you will be required to pay for the damages caused by you and/or your guest/s.

Please remember that preventive maintenance inspections will only be done with a prior notice of 48 hours. If you are unable to be at home when your inspection is scheduled please let the office know as soon as possible. Management is allowed {per your lease} into your unit for these annual inspections with prior notice even if you can not be home during the inspection.

8.

APPLIANCES

The stoves and refrigerators are the property of the Fairhaven Housing Authority. It is your responsibility to keep these appliances in clean condition. Should you have any questions or problems with the appliances please call the management office. Flat screen televisions CANNOT be mounted on the wall. Ceiling fans are not allowed to be installed. Any existing ceiling fans will not be replaced , they will be removed when they no longer operate

FIRE - POLICE BY PHONE

To summon the Fire or Police Departments:

FIRE

In Case Of an Emergency Dial 911 !

Non -Emergency Calls For Fire is 994-1428 !



POLICE

Alternate Emergency Calls for Police Is 999-1025 !

Business Calls Only For Police Is 997-7421 !

EMERGENCY MAINTENANCE CALLS AFTER HOURS

The Fairhaven Housing Authority has emergency phone number which is:

508-264-3414

You are to use this number weekdays after 4:00 P.M. and on the weekends. Our Maintenance staff will return the call to help in your emergency.

9.

AGAIN THE NUMBER IS:

508-264-3414

TRASH



*At all our Complexes: 667-1 Green Meadows {Cottages}, 667-2 Green Meadows, 667-3 Oxford Terrace, 667-4 Dana Court and 667-5 Anthony Haven, you will find located not far from the front entrances, trash containers/dumpsters retained by the Authority, where you can dispose of your rubbish and garbage. Please be sure to place your trash and your garbage in plastic bags before dropping it into the container. Recycling is available at all the complexes. The large dark blue wheeled totes are marked for either paper or glass/plastic/aluminum. **DO NOT** put your trash in the blue recycle totes/bins. **See the attached recycling information.** Arrangements must be made with the office for a special pick up for the removal of any large furniture items, computers or televisions. The tenant or family will be responsible to pay for special pick ups.*

At our 705-1 Complex, the family duplexes located on Ash Street, each family unit has individual trash barrels and on Tuesdays each household is required to curb their rubbish for pick up by the trash removal company hired by the Town. Place your rubbish in plastic bags before disposing of it.

THERMOSTATS

At our Green Meadows/McGann Terrace complex aka “ the cottages” and the Family housing /duplexes on Ash St., you will find one {1} thermostat located in the living room. The top dial of your thermostat indicates the setting of the room temperature.

At our Building #100 Green Meadows/McGann Terrace, Oxford Terrace, Dana Court and Anthony Haven complexes you will find two {2} thermostats, one {1} in the living room and one {1} in the bedroom. The top dial of your thermostat indicates the setting of the room temperature.

10.
GROUNDS

The areas around the buildings are the property of the Fairhaven Housing Authority. Listed below are rules to be followed concerning the grounds.

- 1. Do not water shrubbery beds, they have been mulched and watering will wash away the top mulch soil.*
- 2. Do not place foreign objects, barriers, fences and etc. on the lawns, this creates a problem for maintenance when mowing.*
- 3. Do not plant flowers, climbing ivy, ground cover, or any other type of plants in the shrubbery beds without obtaining permission from management.*
- 4. If permission has been granted from management, allowing you to plant flowers you must take the responsibility of keeping them free of weeds. If you do any weeding please dispose of the weeds properly, in the barrels and rubbish containers provided by the Authority.*

SMALL APPLIANCES

We ask that you unplug coffee pots, toasters and other small appliances when not in use or when you leave your apartment to prevent any fire mishaps.

CIRCUIT BREAKERS

Every unit has a circuit breaker panel located behind the bedroom door. If you have any questions concerning this function, please contact the office.

No electrical extension cords should be placed under any carpets. Do not overload a receptacle outlet.

11.
REPAIRS & MAINTENANCE

If your apartment should need maintenance repairs please notify the management office by calling 508-993-1144. Please call the office as soon as you are aware of any condition that may get worse, such as leaks. We have a message center in the office so you can call any time with repairs and it will be recorded.

The Maintenance Department personnel operate based on written work orders issued from the office. Please call the office for any maintenance repair requests. Do not ask the maintenance men when they are working the grounds and common areas of the developments to do any repairs. The maintenance department has been instructed by management to advise tenants to call the office when they need any repairs. A work order system is in place and must be followed.

Although management has a duplicate key, it will not be used to enter your apartment without your permission, except in an emergency or after a forty-eight {48} hour written notice. If you prefer to have repairs done while someone is at home we ask that you make arrangements to be home or have a family member or friend be there to let the maintenance staff worker into your apartment.

There is no charge for maintenance repairs, except for damage repairs caused by the tenant or guest. Emergency repairs will be handled first, most none emergency repairs will be corrected within 48 hours. All repairs will be prioritized based on the judgment of management and the maintenance staff.

DECORATING

*Management **MUST** be consulted prior to painting or improving your apartment. Wallpaper, wallpaper borders, decals, contact paper and stencils can not be used. Any work that will affect the structure of the building without proper approval of the Executive Director is prohibited. Requests for redecoration or improvements should be made in writing to the **EXECUTIVE DIRECTOR**. If any improvement or redecoration is made without written permission of the Executive Director, the cost of restoring the unit back to the original condition will be charged to the tenant. If you choose to put wall to wall carpeting it should not be nailed or glued to the floor, it should only be laid in place with double faced tape. Any damage to the floor from installing wall to wall carpeting may be charged to the tenant.*

12.

KITCHEN

The sinks in the kitchen are either stainless steel or porcelain. They can be cleaned with a minimally abrasive cleaning product such as Soft Scrub and a sponge(avoid using stainless steel pads on porcelain), however be careful not to drop a pan or other heavy items in the sink as they will dent. The counter tops are made of Formica. Formica is a very durable material, but it can be damaged. Never cut directly on the counter, always use a cutting board. Never put hot pans or materials on the counter, it can burn, melt and discolor the Formica.

The cabinets are solid wood. They will keep their appearance if properly maintained. Routine cleaning with a soft damp cloth will be adequate.

CABINETS SHOULD NEVER BE PAINTED. *Do not use sticky contact paper to line the cabinets.*

FLOORS

All the apartment floors have tile. When cleaning the tile floors make sure that whatever product is used does not cause a heavy buildup of wax. “Mop n Glow” products are NOT recommended. The maintenance of the floors is the responsibility of the tenant. If there is a problem with the floors due to the cleaning products used, the tenant could be charged to have the floor restored.

STORAGE

*In order to prevent any health or safety hazards, **NO STORAGE** of any kind is allowed in the common hallways. Very limited storage is allowed on balconies or porches, see the Balcony/Porch Policy, attached, for specific guidelines. Please keep all of your personal possessions within your apartment. The Housing Authority does not offer any extra storage units, closets or areas.*

HALLWAYS

The Authority asks that you and your neighbors take responsibility for cleaning your hallway. This means vacuuming the carpeting outside your apartment and sweeping the balconies and porch area at the cottages. The part time Cleaner that the Authority employs can only accomplish some of the necessary cleaning.

LOCAL CABLE COMPANY

The living room in each apartment is equipped with a cable hook-up for your television. It is the tenant's responsibility to contact the local cable company to purchase service and arrange for the installation. There is no cable hook up in the bedroom, if you wish to have it, you need to contact the office and get a letter of authorization from the Authority allowing the cable company to have it installed at your expense.

FIRE DETECTORS

Every apartment has a heat detector which is connected directly to the Fire Alarm System and the Fire Department. There is a local smoke detector in each unit, these are not connected to the Fire Department. If you burn food and the smoke detector in your apartment goes off, open a window and fan out the smoke. DO NOT open the door to the hallway as the smoke will set off the common hallway smoke detector which is connected to the Fire Department and will set off the building fire alarm.

Massachusetts General Law, Chapter 148 27A states it is a criminal offense to tamper with a smoke or heat detector. A copy of that law is located in the back of this handbook.

*The balconies at all our developments are fire exits. **DO NOT BLOCK YOUR BALCONIES OR YOUR ABILITY TO EXIT YOUR APARTMENT TO THE BALCONY WITH ANY ITEMS.***

14.

FIRE EVACUATION SYSTEM

1. *If there should be a fire in your apartment **LEAVE THE APARTMENT IMMEDIATELY AND THEN CALL THE FIRE DEPARTMENT FROM ANOTHER LOCATION.***

2. *If the fire alarm sounds you should leave the building using the closest exit or stair way. **DO NOT ATTEMPT TO USE THE ELEVATOR. IT IS SHUT OFF AND ONLY FIRE DEPARTMENT PERSONNEL MAY OPERATE IT.***

3. *When you evacuate, remember to do the following:*
 - A. *Check doors to see if they are warm to the touch. A door that is hot could be an indication of a fire in the hall.*

 - B. *Open the door slowly and look for smoke or fire. If smoke or fire is detected close the door immediately and go to your balcony or rear door exit. If possible roll up a wet towel and block the base of the door with it to reduce smoke entering your apartment.*

 - C. *Take your cordless telephone with you onto the balcony to alert the fire department of your location.*

CALL 911 TO REPORT A FIRE

AIR CONDITIONERS

The Authority does not supply window Air Conditioners. If you wish to have air conditioning in your apartment you must supply the window unit. When purchasing an air-conditioner you must first determine the size, in square footage, of your apartment in order to obtain the required BTU's necessary to cool it properly. Air conditioners must be installed after May 1st each year and must be removed from the window by October 15th. Tenants are responsible for the installation and removal of their air conditioners. All air conditioners must be recorded at the office. If you require year round use of your air conditioner for medical reasons, you must obtain a letter from your physician verifying that medical necessity and file it with the office.

15.

All Air Conditioner units will be 110 V AC capacity and not to exceed 8,000 BTU limitation. No external bracing will be used in the installation of the unit. Any installation cost will be at the tenant's expense. The annual installation date may not be prior to May 1st and removal must be not later than October 15th.

All air conditioner units are the sole property of the tenant. The Fairhaven Housing Authority is not liable or responsible for installation, maintenance, repair, replacement or disposal of air conditioner units. Tenants are limited to one (1) air conditioner per apartment. There is no additional charge for additional electrical usage for air conditioner units. The disposal of air conditioners is the responsibility of the tenant and cannot be placed in the dumpsters.

ALL Tenants must agree that they will not open any windows or doors while the A/C unit is in use.

Wasting utilities is a violation of your lease, which this authority takes very seriously.

WILD ANIMALS –

*Tenants are **NOT** allowed to FEED wild animals such as squirrels, chipmunks, raccoons, rabbits or feral cats. Feeding small wild animals ATTRACTS large (Coyotes) or unwanted (skunks) wild animals. Bird Feeders are not allowed either as they also attract wild animals. Please do not throw bread /food out to feed the birds/squirrels as this also attracts wild animals and is not the correct disposal method.*

PETS

*Your lease allows you to have birds in a cage or fish in a tank. The Housing Authority does allow for a tenant to **REQUEST** by application to the Executive Director to own (1) ONE domestic cat **OR** (1) ONE small (less than 40 lbs.) dog. The tenant will be required to sign and abide by the pet policy which outlines the specifics, requirements and documentation necessary to comply with pet ownership. A pet deposit is required and held in a separate escrow account of \$160 or one month's rent, whichever is less, if a tenant is allowed to own a cat or a dog. PLEASE be sure that your family is aware that permission needs to be GRANTED prior to pet ownership being allowed so they do not adopt or purchase a pet for you without having gone through the approval process.*

16.

CANDLES

The Fairhaven Housing Authority has set a policy which does NOT allow for tenants to burn candles or incense in their apartments in order to prevent a fire.

LAUNDRY ROOM RULES

USE LIQUID LAUNDRY DETERGENT ONLY

NO ONE OUTSIDE THIS PROJECT CAN USE THE LAUNDRY MACHINES.

YOU CAN ONLY WASH YOUR OWN CLOTHES.

CLOTHES MUST BE TAKEN OUT OF MACHINES AS SOON AS THE WASHER OR DRYER IS DONE. IF NOT, THE NEXT PERSON WILL REMOVE THEM.

DO NOT TAKE CLOTHES OUT OF THE DRYER UNLESS IT STOPS.

CLEAN WASHERS AFTER EACH USE.

CLEAN DRYER FILTER AFTER EACH USE.

FOLD CLOTHES IN THE LAUNDRY ROOM.

DO NOT PUT SNEAKERS OR RUBBER PRODUCTS IN THE WASHER OR DRYER.

DO NOT TRY TO DRY TWO WASH LOADS AT ONCE. THE DRYER CAN ONLY TAKE ONE LOAD AT A TIME.

LEAVE THE LAUNDRY ROOM CLEAN !!!

DO NOT OVERLOAD THE WASHERS OR DRYERS.

SHUT THE LAUNDRY ROOM LIGHTS OFF WHEN YOU ARE THROUGH.

This is just a brief summary of our housing and we hope it's helpful and informative!