



Cooking Safety Tips

Do your part in protecting yourself and your neighbors from a fire and significant flooding from sprinkler activation. Keep the following in mind when cooking:

- Stay in the kitchen anytime the stove top is on. If you must step away from the stove for any reason, turn off the stove top. Do NOT leave the apartment with anything cooking on the stove or in the oven.
- If you are sleepy or have consumed alcohol, do not use the stove or stovetop.
- If you have something cooking, use a timer to remind yourself that you have something on the stove.
- Keep all flammable objects away from the stovetop. This includes napkins, towels, wooden spoons, or oven mitts.
- If you have a small grease fire, smother the pan with a lid and immediately turn off the burner if safe to do so. Do NOT throw water or anything other than baking soda on the fire.



Toilet Tips

What NOT to flush:

- Wipes (even if they say flushable!)
- Paper towels
- Feminine Products
- Cotton balls/swabs

If your toilet is beginning to overflow, turn off the water to the toilet by turning the knob leading from the toilet to the wall to the right until the water is turned off and call maintenance.

You may try plunging the toilet to remove the clog, but use caution and not use too much force or foreign objects may damage lines. A leaking toilet is considered to be an emergency and you should call the emergency maintenance phone number to report it.



Drain/Garbage Disposal

The following items should never be put down a drain and/or garbage disposal:

- **Grease** – let the grease cool and dump in the garbage instead. Grease is a leading cause of clogged kitchen drains and backups.
- **Grains/Breads** – or anything else that expands when wet.
- **Coffee Grounds**
- **Non-Food Items** – bottle caps, plastic ties, fish rocks, hair

A clogged disposal can also cause a backup in the dishwasher. Do your part and only allow appropriate items down the drain/disposal.



General & Routine Maintenance Tips

- Do not overload your washer/dryer. Overloading the machines is the number 1 reason machines fail.
- Clean hair out of your tub drain daily. Better yet, use a drain/shower strainer to prevent hair from going down the drain. If you have a clog, do not use Drano as this can damage plumbing lines.
- Do not overfill your refrigerator or freezer and keep items away from the back of the appliance as this can cause it to stop cooling properly. Also remember to check the temperature of your refrigerator if you feel it is too hot/cold.
- If the trash chute is locked or clogged, take your trash to the dumpster instead. Do not leave the trash in the chute room. Do not shove cardboard boxes or furniture down the chute. Only small kitchen trash bags should be put down the trash chutes.
- Keep your appliances clean to help keep them working properly.



Heating & Cooling Your Home

Keep the following tips in mind to help maintain your heating and cooling system in your unit:

- Set your thermostat to “Auto” instead of “On”. Being set to “On” will cause your unit to run continuously.
- For best results, keep your thermostat at a consistent temperature. Turning down the temperature too low can cause the system to freeze and cause leaks.
- Setting a consistent temperature in your unit will also help you better manage your electricity bill.
- Keep furniture/items away from your utility closet and keep vents clean. HVAC units need proper airflow to work properly.



General Health & Safety

Overall, we want you to stay safe during this time.

A few reminders:

- Practice social distancing. Stay home. If you must go out, stay at least 6 feet away from other people.
- Wash your hands frequently for at least 20 seconds. Any soap will do, so long as you scrub for the minimum amount of time to kill the virus. As a frame of reference, Happy Birthday sung twice takes 20 seconds.
- Sanitize heavy touch point areas, including door handles, light switches, and sink faucets regularly.