



## Helpful Move-In Tips for Multi Story Buildings

Your Building Number is \_\_\_\_\_

**Front Door Entry Code for Your Building-** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

1. Elevator- **YOU MUST GET THE KEY FROM THE OFFICE WHEN MOVING LARGE ITEMS, OR MOVING IN OR OUT, OR LARGE QUANTITIES OF ITEMS.**
  - a. Moving pads must be up in the elevator before you move-in or out
    - i. Please inform the Sales Office if and when you need the moving pads to be hung up
  - b. DO NOT BLOCK THE DOOR TO KEEP IT OPEN
  - c. To keep the elevator open, locate the "Independent Service" key in the elevator and turn key to the "On" position
  - d. Turn the key to "Off" when you no longer need the door kept open
2. Mechanical/Laundry Room-
  - a. The blue or red valve on top of the water pipe is the main- turn it 90 degrees to shut off water supply in an emergency
    - i. If for any reason you turn off the water supply to your unit, please make sure to also turn off the hot water tank's breaker switch in the circuit box; this prevents the hot water tank from being damaged
  - b. The breaker box is located in the mechanical/laundry room
  - c. Furnace filters are changed 3 times per year by the maintenance staff
  - d. Access doors to the cable and telephone lines are located in the mechanical room
3. Sprinkler System-
  - a. DO NOT TOUCH THE SPRINKLER SYSTEMS IN YOUR UNIT; Any touching of or tampering with the systems could turn the sprinklers on and cause flooding
4. Outlets-
  - a. Some outlets are GFI receptacles
  - b. When the green light in the outlet is on, they are functioning
  - c. If the green light is out and the outlet is not functioning, press the "Reset" button on the outlet to restore function
  - d. Some outlets have upside down plugs- these outlets are controlled by light switches

5. Phone Entry System-

- a. Have guests enter your apartment number on the entryway key pad (ex. 502)
- b. Your phone will ring
- c. Press number 9 on your phone to let your guests into the building
- d. You must provide the office the phone number you want programmed into the buzzer system.
- e. If you are in buildings 500, 600, 700, 1000, 1100 your system is different and will require special instructions located in this packet for phone installation.

6. Ceiling Fans-

- a. The bedrooms are pre-wired for ceiling fans
- b. If you wish to have one installed, please contact the Sales Office. There is a charge for this service.
- c. The second light switch in the bedrooms controls the ceiling fans

7. MISC.-

- a. There are hot and cold water shut offs under all sinks. The Main Shutoff for the apartment is above the hot water tank.
- b. We recommend that you DO NOT install vinyl lettering quotations on your walls. You will probably damage the walls. If you leave them up, you will be charged for their removal
- c. All windows tilt out for easy cleaning
- d. Garage door remotes and appliance information are in the kitchen drawers
- e. For deliveries like furniture and pizzas, please let the service know the number of your building. For mail and parcel packages delivered through UPS and FEDEX and the like, your mailing address is all they need.