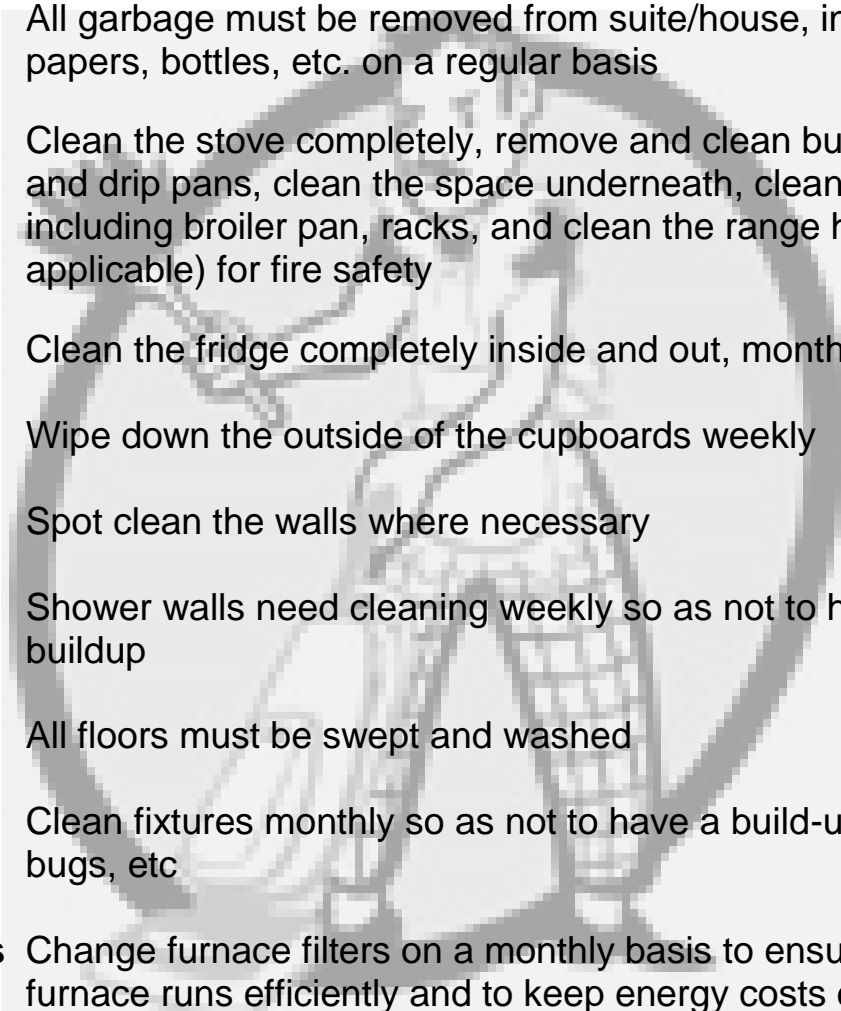


Orientation Package

- General Guidelines on Unit Maintenance
- Fire Safety and Evacuation Information
- Fire Prevention Tips
- Resident Safety Tips
- Bathroom Tips
- Namerind's Marmoleum Floor Care Instructions
- Tenant Insurance
- Spring, Summer, Fall & Winter Maintenance

General Guidelines on Unit Maintenance



Garbage	All garbage must be removed from suite/house, including papers, bottles, etc. on a regular basis
Stove	Clean the stove completely, remove and clean burners, rings and drip pans, clean the space underneath, clean the oven including broiler pan, racks, and clean the range hood (if applicable) for fire safety
Fridge	Clean the fridge completely inside and out, monthly
Kitchen	Wipe down the outside of the cupboards weekly
Walls	Spot clean the walls where necessary
Bathroom	Shower walls need cleaning weekly so as not to have a buildup
Floors	All floors must be swept and washed
Light Fixtures	Clean fixtures monthly so as not to have a build-up of dirt, bugs, etc
Furnace Filters	Change furnace filters on a monthly basis to ensure that your furnace runs efficiently and to keep energy costs down

FIRE SAFETY AND EVACUATION INFORMATION

BE PREPARED FOR A FIRE:

- Discuss a fire escape plan with your family. You need to know where two exits are located from each room in your home. Make sure everyone in your home—including children—know how to unlock and open all doors and windows.
- Arrange a meeting place outside of your house that every member of your family will meet at after escaping a fire.
- Check all smoke alarms in your suite once a month to be sure they still work. Whenever the smoke detector beeps, contact Namerind.

IN CASE OF FIRE:

- Do not panic.
- Leave immediately.
- **Call 911** when safe to do so.
- If possible, notify neighbors of fire.
- Do not re-enter the building until safe to do so (as determined by the Fire Department).

ALWAYS REMEMBER:

- Test the doorknobs and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open the door slowly. Slam it shut if smoke pours through.
- If escape routes are blocked, stay where you are.
 - Close all doors between you and the smoke and fire.
 - Place a wet towel (if possible) or blanket at the base of the door.
 - If there is a phone in the room, call 911 and let the dispatcher know your name, suite number and address, as well as the room of your home that you are in.
 - If possible, without opening your window, wave a brightly colored cloth in the window to assist firefighters in locating you from outside.
 - **Opening windows can cause drafts and bring smoke into the room.**
- If you have to escape through smoke, crawl and keep your head one to two feet above the floor, where the air will be the cleanest.

KNOW YOUR ESCAPE ROUTE AND BE SAFE

Fire Prevention Tips

Please review these simple instructions in order to prevent a fire. For you and your neighbor's safety please remember:

1. Microwave ovens are used for cooking, reheating and defrosting FOOD.
2. That the microwave oven is not on the edge of the counter top.
3. That the seal of the microwave door is tightly closed.
4. To use the microwavable safe containers.
5. To poke holes in foods that may explode such as: microwave dinners, hot dogs, etc.
6. To follow all manufactures' instructions on appliances.
7. To check that cords and wires are in good working condition, never overload an extension cord or socket.
8. To check your smoke alarm on a regular basis to be sure it is working at all times.
9. To snuff out your candles, blowing out candles can cause a spark to fly and set carpeting, drapes or clothes on fire and you should never leave a burning candle.
10. Do not unplug your smoke detectors.
11. Use proper drapery or blinds (no blankets or sheets).
12. Change the furnace filter on a monthly basis.

Resident Safety Tips

The following is a list of safety tips to keep you and your family safe:

1. Keep doors and windows locked at all times.
2. Never answer your door unless you know who is on the other side.
3. If you have lost your keys, be sure to notify Namerind.
4. Put a timer on a light if you are going away to make it seem like someone is home.
5. When entering your apartment building and apartments, be aware of your surroundings and anyone that may be around.
6. Always have your apartment keys ready so that you are not looking for them at the door.
7. Inform friends and family of the date and time you will be back from a vacation.
8. Always park in a well-lit area.
9. Always have emergency phone numbers near all of your telephones.
10. Never leave your keys under a doormat or try to hide a key, a burglar will find it.

Our goal is to help keep you and your family safe. You can also contact the local police department for more safety tips. We hope you have a safe and pleasant stay in our community.

BATHROOM TIPS

The toilet is a daily part of our lives and only 3 things should be put in the toilet; urine, bowel movements, and toilet paper * *Do not over use toilet paper can cause clogs.*

- **Bathroom Wipes** – Moist towelettes, baby wipes, and cleaning wipes. * *Please beware of labels stating if they can be flushed or not flushed. Flushing ANY wipes is not recommended can cause clogging*
- **Condoms** – Can inflate like balloons and cause fairly destructive obstructions.
- **Feminine Products** – The padding is too thick for plumbing and is made to absorb liquids.
- **Cotton Balls & Swabs** – Cotton does not dissolve easily and eventually gathers together and causes blockage in the pipes.
- **Prescription Medication** – Can work its way back into the water system and not to mention can have effects on wildlife downstream. Please contact your local pharmacy to see if they have a drug take-back program that takes and disposes the public's unused and expired drugs in a safe environmentally manner.
- **Paper Towel** – Are not designed to break down in water like toilet paper
- **Cigarette Butts** – Toxic chemicals and can end up in the water system. (Not to mention unhealthy and waste of water usage).
- **Band Aids** – Are made from non-biodegradable plastics.
- **Dental Floss** – Are made from non-biodegradable material and can wrap around objects causing clogs.

- **Grease, Fats & Oils** – When grease is hot it looks like liquid, but when cools down and goes into the drain it congeals and becomes pipe-clogging wax. * *Pour grease into a jar and let harden then scrape into trash or if it's clean bacon grease save for reuse.*
- **Cat Litter** – Is made from clay and sand that should never be put in the toilet. As well cat waste has toxins and parasites that can get in the water system.
- **Disposable Diapers** – They are too thick for plumbing and expand when in contact with liquids.
- **Pets** – Fish, hamsters and gerbils etc. (never to be flushed down the toilet).
- **Food** –Can clog the pipes.
- **Hair & Cosmetics** – Can cause clogging.

A TOILET IS NOT A TRASH CAN



Namerind's Marmoleum Floor Care Instructions

1. Clean floor

Use a general purpose cleaner (G.H. Wood Super Neutral # 230374) to remove all grease and soil from the floor. Care should be taken not to over work area or leave water laying on hollows on the floor surface.

NOTE: Do not use Pine Sol, or any oil based cleaner. Do not use hot water; please use COLD water.

2. Rinse floor

Use a vinegar rinse to neutralize any remaining cleaner, (1 cup of vinegar per pail of **COLD WATER**).

3. Cold Water Rinse

Cold Water rinse floor to remove any of the vinegar prior to sealing. **DO NOT USE HOT WATER**

NOTE: DO NOT DRAG OR PULL FURNITURE ON THE FLOOR. IT WILL SCRATCH, TEAR AND DAMAGE THE MARMOLEUM FLOOR.

Process:

1. The above process must be carried out on all newly laid marmoleum flooring.
2. The above process must be carried out on all marmoleum flooring where units are cleaned between tenancies.

Tenant Insurance

Please note that tenant insurance is very important, it protects you and your belongings.

Please consult your local SGI broker 306-525-0888

You can make affordable monthly payments

Spring Maintenance

- Make sure all downspouts are attached to the eaves to prevent flooding in the basement
- Report to Namerind Housing anything that may cause damage to the unit or cause flooding, e.g. (eaves away from the house or no downspout)
- Keep your valuables off the floor in basement and place them on shelves in case of flooding

Summer Maintenance

- Regular cutting of the lawn, perimeter grassed areas and the hedges
- Maintain weed control over the lawn

Fall Maintenance

- Remove outdoor furniture off the lawn and store away for the winter e.g. (BBQ's, garden tool's, hoses', bike's, solar light's, flower pot's etc...)
- Remove the leaves and debris from the yard for the winter
- Be sure to turn off the outside tap from the inside of your unit, this can be found in the basement opposite to the tap outside
- Report to Namerind Housing, if gutter is clogged
- Be sure to change your furnace filter every month. Not sure of the size? Namerind has your filter size and you can pick a filter up at the office.

Winter Maintenance

- Keep side walks and stairs clear of snow
- Clear snow away from house near end of winter in case of flooding in basement
- Use a plug in timer for your vehicle to conserve energy

“Your home is a reflection of you”

