

FLEUR-DE-LIS APARTMENTS
ORIENTATION CHECKLIST

Resident _____ **Apartment/Room** _____
Date _____

I acknowledge that I have been given an Orientation to the Fleur-de-Lis Apartments by a staff member.

My initials next to each item below indicate my understanding and agreement.

_____ **Feminine Products.** Feminine products are not to be flushed down toilets. Damage caused by violation of this rule, including any plumber's bill, will be charged to the responsible Resident. If the responsible Resident cannot be identified, the Damage will be assessed to both Residents who share the bathroom.

_____ **Bicycles and Scooters.** Residents may store bicycles and scooters, but not motorcycles, in the Bike Room, on a first come/first served basis. Residents using the Bike Room assume all responsibility for damage, loss or theft. Non-Residents may not store anything in the Bike Room.

_____ **Motorcycles.** No motorcycle may be stored in the Bike Room. Each Resident is entitled to park only one auto/truck or one motorcycle in a Fleur-de-Lis parking space.

_____ **Wall Hangings.** Each bedroom has a corkboard on which a Resident may place items. No more than two holes are permitted in the wall of any bedroom, bathroom, kitchen, hall or living room. If there are existing holes in a wall, please use those holes and do not make new holes. No tape or adhesive of any kind, nor any tacks or pins, shall be used by Residents to secure any item to any wall. Residents are responsible for the costs (including hole repair and wall repainting) that result from violation of this rule or damage from wall hangings.

_____ **Pets.** No pets of any kind are permitted, for any length of time.

_____ **Renter's Insurance.** Residents are responsible for any damage they cause to their bedrooms or units, or to the building or its assets. Management has no responsibility for any damage or loss that Resident may suffer. Residents are advised to secure a Renter's Insurance policy to help cushion the financial impact that may result from any loss, damage or theft for which the Resident is responsible.

_____ **BBQ's and Furniture.** BBQ's and outdoor furniture are only available for the use of Residents, and for guests who are accompanied by a Resident. I have been instructed in the safe use of the BBQ's. I know that I am responsible to turn off the natural gas after use. BBQ's and outdoor furniture are not to be removed from the premises. Inside furniture, including wooden and leather chairs, love seats, couches and tables, is not to be moved outside, nor between apartments.

_____ **Water Sprinklers.** The units and parking garages have water sprinklers. Touching or heating water sprinkler heads, or hanging anything on or from them, may result in a release of water. Residents who cause a discharge of water from sprinklers are responsible for all resulting damage -- which may easily be in the thousands of dollars.

_____ **Fire Alarms.** Fire alarms are found in several locations on the premises. Residents must pay any fee assessed by a public or private responder, in addition to a \$100 fee to Management, for any non-good faith setting off of a fire alarm.

_____ **Fire Extinguishers.** Fire extinguishers are found underneath the kitchen sink in each apartment. The extinguishers will fight fire types you might typically encounter, including grease and electrical. I acknowledge that I have been shown the location of the fire extinguisher in my apartment and I have been informed how to use the fire extinguisher. I will inform Management immediately if an extinguisher is discharged, so that it can be replaced or refilled.

_____ **Kitchen Garbage Disposals.** Garbage disposals are not designed to dispose of all kitchen debris. Hard, large or bulky waste (such as potato peelings) should be disposed of in the trash, not

in the disposal. Grease and melted fats should not be put down the disposal, nor any sink or toilet. Pour grease and fats into an empty can, allow them to solidify and then dispose of the can in the trash.

_____ **Garbage Bags and Bin.** All garbage should be removed from your apartment in a strong, tied plastic bag. Plastic bags containing garbage are to be placed in, not around, the garbage bin located in the brick enclosure near the northwest corner of the building.

_____ **Appliances.** I understand that I am responsible for the correct use of all appliances in my apartment. I will refer to the User's Manual, located in a kitchen drawer in the apartment, before using any appliance for the first time.

_____ **Cleaning Assignment; Cleaning Checks.** One of your responsibilities as a Resident of the Fleur-de-Lis Apartments is to keep your bedroom, your apartment and common areas clean. You will receive a cleaning assignment. Professional cleaners will conduct periodic inspections of your bedroom and unit. Failure to complete your cleaning assignment, or the failure to maintain your bedroom and unit in a clean and orderly condition, will result in the assessment of fees and cleaning charges.

_____ **Vacuuming.** Each unit has been provided a powerful, commercial vacuum. Please vacuum all carpeted areas at least once per week. Management will change the vacuum bags, periodically. Should your apartment's vacuum need a new bag before the regular change is made, please contact Management.

_____ **Carpet Stains.** If the carpet in your apartment becomes stained, do not attempt to clean the stain by yourself. You may inadvertently cause the stain to set and become permanent. Immediately notify Management, who will assist you to remove the stain with the proper cleaning products.

_____ **Mattress Covers.** There is one on every bed. Please launder them periodically and keep them in place.

_____ **Internet Access.** Should you have any difficulty accessing the high speed internet or Google Fiber available in your bedroom, living room or kitchen you should contact the companies directly.

Google Fiber's customer service phone number is 866.777.7550. Hotsite Network's phone number is 801.413.2949. Our internet providers can assist you to configure your P.C. or laptop as required or set up equipment maintenance in your apartment if needed.

_____ **Personal Cable T.V.** Inform Management if you would like to purchase cable TV service (\$12 per month for standard programming) in your room.

_____ **Blinds.** The blinds in your room are designed to remain in place, filling the entire window space. The louvers are to be moved back and forth to increase or decrease light. Please do not draw the blinds up to the top of the window frame.

_____ **Snow and Ice.** Management will make all reasonable efforts to keep walkways clear from snow and ice. Often, it is not possible to keep up with accumulations. Please use caution when walking or driving on surfaces that may have snow or ice.

Be especially careful when approaching the garage door, when snow or ice may be present. Please stop your vehicle at the top of the driveway. Open the garage door. Only after the door is fully opened, proceed slowly down the driveway. Following this procedure will avoid damage to your vehicle and the garage door.

_____ **Drains.** If your kitchen, tub or sink gets plugged up, please call Management. Please do not try to handle this kind of problem on your own. Management will clear the blockage. Please do not use Drano® or any other chemical or solution to try to unclog a drain.

_____ **Replacing Light Bulbs.** Residents are responsible for replacing light bulbs in hallways, the living room and their bedrooms. Only use 60 watt bulbs for replacement. Higher wattage bulbs pose a fire hazard.