

BALDWIN VILLAGE

HOUSE RULES

The Baldwin Village House Rules are extremely important both to maintain a safe and peaceful environment for the residents as well as to assure the maintenance of Baldwin Village in the best possible condition for many, many years into the future.

An enormous effort in terms of time, design and money has been invested in Baldwin Village to create affordable, accessible rental housing that will serve very well persons with physical disabilities. The full cooperation of all residents is requested and expected to assure that Baldwin Village is maintained in the best possible condition for all present and future residents.

These House Rules are incorporated into the Lease and are part of the Lease as if they were specifically stipulated in the Lease itself. The House Rules address a number of issues that are not specifically stated within the Lease itself and also provide additional information of which all residents should be aware. It is therefore strongly suggested that all residents of Baldwin Village read and become familiar with these House Rules.

The Housing Authority of the County of Dauphin (Authority) will be managing and maintaining the Baldwin Village apartments under contract with Mohn Street Accessible Housing, Inc. (MSAH), which is the non-profit entity which owns Baldwin Village. You should also be aware that Baldwin Village is located in Swatara Township even though it has a Steelton mailing address.

1. HOUSEKEEPING STANDARDS

Keeping a house neat and clean is one of the Resident's most important responsibilities. That is why Housekeeping Standards have been placed first in the "House Rules".

In order to ensure that the Baldwin Village apartments are maintained in a safe and sanitary condition, uniform standards for Resident housekeeping have been developed for all Resident families.

- A. **BALDWIN VILLAGE RESPONSIBILITY:** The Standards that follow will be applied fairly and uniformly to all Residents. A MSAH representative will inspect each apartment, at least annually, to determine compliance with the standards. Each apartment will be given a housekeeping score based upon the criteria described below and identified as Housekeeping Evaluation Standards. Upon completion of an inspection, the MSAH representative will notify the Resident in writing if he/she fails to comply with the standards. The MSAH representative will advise Resident of the specific correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time (but in no event longer than 30 days), MSAH will schedule a second inspection. Failure of a second inspection will constitute a violation of the Lease terms and may result in a termination of the Lease.

B. TENANT RESPONSIBILITY: Resident is required to abide by the Standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the Lease terms and can result in eviction.

C. HOUSEKEEPING STANDARDS: INSIDE THE APARTMENT

GENERAL:

1. Walls: should be clean, free of dirt, grease, holes, cobweb and fingerprints
2. Floors: should be clean, clear, dry and free of hazards
3. Ceilings: should be clean and free of cobwebs
4. Windows: should be clean and not nailed shut; shades or blinds should be intact
5. Woodwork: should be clean, free of dust, gouges or scratches
6. Doors: should be clean, free of grease and fingerprints; doorstops should be present; locks should work
7. Heating units: should be dusted and access uncluttered; nothing should be stored against or near the furnace; storing combustible items near a furnace is dangerous
8. Trash: shall be disposed of properly in outside garbage containers or totes, not left lying around the apartment
9. Entire unit should be free of rodent or insect infestation

KITCHEN:

1. Stove: should be clean and free of old food and grease
2. Refrigerator: should be clean; freezer door should close properly and freezer should be free of ice.
3. Cabinets: should be clean and neat; cabinet surface and countertops should be free of grease and spilled food; cabinets should not be overloaded; storage under the sink should be limited to small or lightweight items to permit access for repairs; do not store heavy pots and pans under sink.
4. Exhaust fan: should be free of grease and dust
5. Sink: should be clean, free of grease and garbage; dirty dishes should be washed and put away in a timely manner
6. Food storage areas: should be neat and clean without any spilled or spoiled food
7. Trash/recycling materials: should be stored separately in a covered and leakproof container until removed to the disposal area

BATHROOM:

1. Toilet and tank: should be clean and odor free
2. Shower: should be clean and free of mildew and mold; shower curtain should be in place to prevent water from getting out of the shower area.
3. Lavatory: should be clean
4. Exhaust fans: should be free of dust and grease
5. Floor: should be clean and dry

STORAGE AREAS:

1. Linen closet: should be neat and clean
2. Other closet: should be neat and clean; no flammable materials of any kind may be stored in the apartment
3. Other storage areas: should be clean, neat and free of hazards

D. HOUSEKEEPING STANDARDS: OUTSIDE THE APARTMENT: Some Standards apply only when the area noted is for the exclusive use of the Resident.

1. Yards: should be free of debris, trash and abandoned appliances and cars. Exterior walls should be free of graffiti and other Resident-caused damage;
2. Porches (front and rear): should be clean and free of hazards; no items shall be stored on the porch and access to the house shall not be impeded.
3. Sidewalks: shall be clean and free of hazards
4. Parking lot: shall be free of abandoned cars; only minor emergency car repairs are permitted on Baldwin Village property
5. Laundry rooms: shall be clean and neat; remove lint from dryers after each use

2. HOMEMAKING HINTS: Please refer to the Housing Authority's Housekeeping Standards for more information.

- A. **CUPBOARDS:** Clean with a damp cloth and dry immediately. Apply a coat of furniture or kitchen wax periodically.
- B. **COUNTERTOPS:** USE A CUTTING BOARD whenever you use a knife or any other sharp object which could puncture or damage the countertops. Use a protective pad under hot pans or dishes. A coat of wax will protect and beautify countertops.
- C. **FLOORS:** Should be cleaned with warm water and mild soap. Use a self-polishing wax periodically. Protection under the legs of heavy furniture will reduce the indentations on the floors. **DO NOT USE RUBBER-BACKED CARPET** on tile floors. The rubber backing tends to permanently stain the tiles. Area rugs are allowed on floor tiles, but not permanently attached wall to wall carpeting. If you wish to secure carpeting to the floor, do so through the use of double-face tape. Under no circumstances may carpeting be glued to the flooring.
- D. **WALLS:** should be dusted often and fingerprints and smudges wiped off as soon as possible. If you have pictures or other objects to hang on the walls, please contact your project manager for instructions on how these items are to be installed. Do not use paste-up hangers, or large nails as these will damage the walls.
- E. **FIXTURES:** Chrome finished fixtures should be cleaned with a damp cloth. Never use metal polish as the finish could be destroyed.
- F. **LAVATORY:** Avoid harsh or abrasive cleansers in cleaning the wash bowl. Use only mild soap. Other cleaning agents may permanently scratch or mar the finish of the vanity tops.

- G. REFRIGERATOR: Your food will keep better if the inside of the refrigerator is cleaned at least once a week. Wash the interior with warm water to which two tablespoons of household ammonia, or borax or baking soda has been added for each quart of water. Wipe dry with soft cloth. Clean the exterior with a damp cloth and wipe dry. NEVER use gritty cleansers such as Ajax or Comet on the interior or exterior of the refrigerator. Always clean up spills in the refrigerator immediately after they happen.
- H. RANGES: Never wash the surface of the range while it is hot. Clean after each meal with a damp dish cloth. A build-up of grease on the range is a fire hazard and invites roach infestation, germs and bacteria. Never use oven cleaners anywhere on the range except in the oven. These cleaners contain harsh chemicals which will destroy the finish and trim on the exterior of the range. DO NOT use aluminum foil to line your oven. If aluminum foil comes in contact with the electric elements they will be severely damaged. NEVER USE YOUR RANGE FOR HEATING THE APARTMENT.
- I. HOT WATER HEATER: Your instantaneous water heater is a very efficient but complex piece of equipment. You should not attempt to make any adjustments to the water heater. If you feel an adjustment is necessary, notify your Manager. UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO ADJUST THE HOT WATER HEATER.
- J. HEATING: You should keep your thermostat(s) set at the lowest comfortable setting. You can also reduce your heating costs by keeping heating ducts free from obstructions. If you have a problem at any time with your heat, please call your Manager. YOU SHOULD NEVER ATTEMPT TO ADJUST OR REPAIR YOUR HEATING SYSTEM as you could be very seriously injured.
- K. PLUMBING: NEVER, NEVER pour grease in drains. Place in cans and then in a plastic bag for later disposal in the trash. Be sure that all faucets are shut off completely after each use. The toilet is cleaned best with soap and water and a long brush. Never pour hot water into the toilet, as this could crack the bowl. Please do not use any type of drain opener, such as Draino, in closed plumbing lines. These products contain corrosive chemicals that damage plumbing fixtures and may cause injury to maintenance workers. If your drain is clogged, call the Baldwin Village Manager and Authority maintenance personnel will open the drain for you. There will be a nominal charge for this service, which in most instances will be less expensive than what you would have paid for drain cleaners.

3. BALDWIN VILLAGE HOUSEKEEPING EVALUATION STANDARDS

SCORE

STANDARDS

- A Housekeeping is virtually immaculate. All areas of the house are neat and clean and can be described as "Spic and Span". Refrigerator is clean inside and outside and stove is grease-free around burners and in the oven. All trash and garbage is put in proper receptacles. Inspector would feel quite comfortable eating in this house. Clothes are properly put away and are not strewn about. There is no clutter.
- B Housekeeping is very good. Nearly all areas of house are neat and clean. Most clothing has been put away properly, but there may be an item or two of clothing on the floor. There may be a minimum amount of clutter. Trash is handled properly, but there may be an apple core or banana peel or some such thing still laying on the kitchen table. The refrigerator and stove are clean, but not spotless. The bathroom and kitchen are clean, but some parts of these rooms are not as clean as they could be. Inspector would still eat in this house and still feel quite comfortable.
- C Housekeeping is satisfactory, but has a number of deficiencies. This would be an "average" unit. Some areas of the house are not neat and clean. The refrigerator may have some dirt on the exterior surface and a spill or so on the inside. The kitchen counter and table are not as clean as they should be. The stove may have some grease on the top and the oven may not have been cleaned very well. There are some clothes strewn about and there is some clutter. There is some trash and garbage around not in proper receptacles. One would not be inclined to accept an invitation for dinner.
- D Housekeeping is unsatisfactory. Many areas of the house are dirty and clothing is strewn about. The refrigerator is dirty inside and outside. The stove has some layers of grease and the oven is not very clean at all. The kitchen countertop and table are dirty and the kitchen has not been cleaned to even a minimal level of acceptability. The bathroom is in such a state that one would not want to use it unless very desperate. Quite a bit of trash is laying around the house. There would probably be some unpleasant odor. An outsider would definitely not want to eat in this house.
- F Housekeeping is non-existent. There is no evidence of cleaning. All areas of the house are dirty and filthy. Clothes are strewn about everywhere. There is a great deal of clutter. The kitchen is filthy, the refrigerator is dirty outside and uncleaned spills are evident inside. The stove has several layers of grease and it appears that the oven has never been cleaned. The bathroom would not invite use even in the most desperate of situations. Given these conditions, there would probably be a strong unpleasant odor in this house as well. A person accustomed to clean conditions would not only not want to stay for dinner, but would lose his or her appetite.

4. NOISE

All Baldwin Village residents are expected to treat all other residents with RESPECT. This involves acting at all times with courtesy and common sense. All residents are entitled to the peaceful enjoyment of their accommodations. One important aspect of this requires that residents refrain from making any loud or unnecessary noise at Baldwin Village, especially at night time. The common walls have a certain amount of sound insulation; however, loud noise may still be heard by and disturb neighbors. So, residents are expected to be respectful of their neighbors at all times and observe a type of "quiet time" from 10:00 PM to 8:00 AM.

5. ANNUAL INSPECTION

Mohn Street Accessible Housing, Inc. (MSAH) is required by HUD to inspect all dwelling units at least once each year. The purpose of this inspection is to identify any problems with your apartment and to inspect MSAH's equipment. The MSAH inspector will also perform a housekeeping evaluation in accordance with the Housekeeping Standards in these House Rules. You will be notified in advance as to when your apartment will be inspected. We ask for your cooperation during the inspection process. It is anticipated that an inspector under contract to The U.S. Department of Housing and Urban Development (HUD) will also inspect the Baldwin Village apartments once a year. All units to be inspected must be entered whether you are home at the time of the inspection or not.

6. REQUEST FOR MAINTENANCE SERVICE

Whenever maintenance service is required, it must be reported to the Baldwin Village Manager or the Housing Authority's central office. The telephone number to call for maintenance service will be provided to you at the time you sign your lease. The Authority will attempt to provide maintenance services at a time which is convenient for you. However, you should be aware that your request for maintenance services constitutes permission for Authority personnel to enter your unit even if you are not at home.

After regular working hours or on a weekend or a holiday, an emergency maintenance request should be reported to the Authority's 24-hour answering service. That number is **939-9304**. During office hours, that number goes to the Housing Authority office; however, after hours it is answered by the Authority's answering service and the message is passed to the Authority's on-call person. Please do not abuse this service. We ask that you use the emergency number **ONLY** for **ACTUAL EMERGENCIES**. For example, a dripping faucet is not an emergency, but a leak that is flooding your floor obviously requires immediate attention. Please use common sense when deciding whether to call the emergency number. Authority personnel will not respond to an evening, weekend, or holiday call if it is not a real emergency.

When calling please be sure to give your **NAME, ADDRESS, TELEPHONE NUMBER** and the **NATURE** of the problem. Please indicate to the answering service that you live at Baldwin Village.

HEARING IMPAIRED RESIDENTS ONLY: Please call 1-800-545-1833, Extension 304.

7. RENTAL PAYMENTS

Each month you will receive a Monthly Statement from Baldwin Village. This statement (or bill) will list all charges and payments to your account during the month. It is very important that you return the top portion of this statement when paying your rent. Failure to include the top portion of your statement with your payment may delay crediting the payment to your account. You must mail your payment, in the form of a check or money order (no cash), to the address listed on the postage paid envelope provided with your monthly statement. No rental payments are accepted by the Baldwin Village Manager or any Housing Authority staff Manager. Please do not enclose any other communications with your rental payment since it goes to the bank for deposit

Please remember that rental payments are due on or before the FIRST day of each month and are considered delinquent after the fifth day of the month. It is your responsibility to allow sufficient time for your payment to reach the Authority by the fifth (5th) day of the month.

8. TRANSFERS

- A. A tenant may transfer from a one bedroom unit to a two bedroom unit or from a two bedroom unit to a one bedroom unit if the tenant's circumstances change and the tenant no longer needs the unit in which the tenant is currently living and also qualifies for the other unit. Of course, the need for a different size unit must be documented and approved by the Baldwin Village manager.
- B. If a family member or live-in-aide permanently leaves a two bedroom unit, and the resident no longer needs a two bedroom unit, the resident will be required to transfer to a one bedroom unit in a reasonable period of time based on the availability of a one bedroom unit.

9. MAIL/ POSTAL ADDRESS

Baldwin Village has made arrangements with the United States Postal Service for house delivery of mail. Each apartment will have a mail box installed adjacent to the front door of the house. All Baldwin Village apartments will have a street address of 400 Mohn Street, Steelton, PA 17113 and individual apartment numbers of 1 through 12.

10. EXTERIOR - LAWN CARE AND SNOW REMOVAL

Baldwin Village will provide lawn care and snow removal for all Baldwin Village residents. Tenants are not responsible for either lawn care or snow removal. Tenants are requested to cooperate in moving their vehicles (or allowing their vehicles to be moved by others) after a snowfall to allow for the thorough removal of snow from the parking areas.

11. AUTOMOBILES AND PARKING

Baldwin Village has three parking areas with a total of 25 parking spaces including a number of van accessible spaces. The new parking area immediately adjacent to the existing Housing Authority

parking lot will serve apartments 1 through 4. The middle parking area will serve units 5 through 8 and 9 and 10 and the lower parking lot will serve units 11 and 12; Although no specific spaces are assigned to a particular unit, it is expected that residents with vehicles will park in a space most directly in front of their apartment.. Washing and repairing of cars is not permitted, however, emergency repairs are allowed. When your automobile has outlived its usefulness, it must be removed from Baldwin Village property. It is a violation of your Lease to store any inoperable or unlicensed vehicle anywhere within the Baldwin Village development including a vehicle that does not have a current registration. In addition, no unlicensed or dangerous motor vehicles including, but not limited to, snowmobiles, and three or four-wheeled, off-road recreational vehicles, are allowed on Baldwin Village property.

12. UTILITIES

- A. Initially, Baldwin Village will pay for all utilities; however, it is possible that residents may become responsible for the payment of their natural gas bills to UGI and their electric bills to PP&L at some time in the future. If at any time in the future Residents should become responsible for their natural gas and electric bills, they would receive a "utility allowance" for the cost of natural gas and electric which will be set at an reasonable amount that a conservative individual/family would be expected to use. The amount of the utility allowance is subtracted from the Total Tenant Payment to arrive at the tenant portion of the rent. Please note that if the Resident's natural gas and electric bills is less than the utility allowance, the Resident may keep the difference. On the other hand, if the actual bills exceed the utility allowance, the difference must be paid by the Resident. IT PAYS TO CONSERVE.
- B. It is considered a lease violation for a tenant to fail to pay any utility for which he/she is responsible. Disconnection of a utility service because of non-payment is grounds for termination of the lease.
- C. Tenants are strongly encouraged to use all utilities very carefully not only because of the benefit to the tenant, but also because scarce resources should always be used wisely. The following are some suggestions for reducing utility consumption:
- D. Turn on only those lights or appliances which you need;
- E. Do not use higher wattage lamps or bulbs than you need. Compact fluorescent light bulbs are an excellent way of saving energy.
- F. Make certain the refrigerator door is closed;
- G. Do not use the kitchen range for heating purposes;
- H. Keep thermostats at the lowest comfortable setting during the heating season;
- I. Report all dripping faucets, and leaks immediately;
- J. Do not waste water;

- K. Report immediately commodes that do not shut off properly. A commode that is not working properly can waste a tremendous amount of water;
- L. Do not overload circuits with electric appliances;
- M. Keep doors and windows shut in winter.

13. TELEPHONES AND TELEVISION

Telephone and TV cable services are optional and all costs related to those services are the Resident's responsibility. All Baldwin Village apartments have been constructed with several telephone and TV cable connections throughout. It is anticipated that no additional telephone or TV cable connections will be necessary. No television or radio antenna may be erected on Baldwin Village property.

14. EXTERMINATION SERVICE

Baldwin Village has entered into a contract with a private firm to control pests such as roaches, ants, mice, earwigs and bees. Periodic inspections of your apartment will be made to see whether there is a pest problem. You will be provided a written notice of the inspection day. You are urged to be at home when these inspections are made, however, if you are not at home, the inspector and the Baldwin Village representative will have to enter your apartment to perform the inspection. It is anticipated that the Baldwin Village apartments will be treated semi-annually for roaches, however, problem apartments may require more frequent treatments. Pests, particularly roaches, are attracted to dirty apartments. **Residents can avoid roach problems by keeping units neat and clean.** In fact, a clean apartment is better than any chemical in keeping roaches away. Residents may be charged for extermination services if an infestation exists because of dirty conditions due to poor housekeeping or Resident neglect.

15. LOCK-OUT

If you find you are locked out of your home because of loss of your key or some other mishap, call the Baldwin Village Manager or, after hours, the emergency number-939-9304. DO NOT try to enter your house by forcing windows or doors. A nominal charge, which will appear on the Schedule of Charges, will be made to the resident for unlocking doors in an overtime situation.

16. BALDWIN VILLAGE NOT RESPONSIBLE FOR PERSONAL PROPERTY

Baldwin Village representatives are not responsible for the loss of, or damage to, any personal property of Residents or others for any cause whatsoever. Although Baldwin Village carries fire and extended coverage insurance and liability insurance in connection with the operation of its housing units, your furniture and any other personal property are not covered, nor is Mohn Street Accessible Housing, Inc. liable for any injuries due to negligence of Residents. Each family is **strongly advised** to obtain an adequate amount of insurance covering their own personal property and liability.

17. GUESTS

You may occasionally have friends or relatives visiting you temporarily. Guests may stay overnight for up to fourteen (14) days during any 12 month period. If you wish to have visitors for more than fourteen (14) days in any twelve (12) month period, you must obtain written permission from the Baldwin Village Manager. If any person desires to move into your dwelling on a permanent basis, permission **MUST FIRST** be obtained from the Baldwin Village Management. Ordinary applicant checks will then be performed to determine whether the person requested to be added to a lease satisfies Baldwin Village admission requirements.

18. PETS

Permission must be obtained from the Authority prior to obtaining a pet. Pets are allowed only in strict conformance with the Authority's Pet Policy. (See the Baldwin Village Pet Policy.)

19. ABSENCES/ABANDONMENT

Abandonment is distinguished from an absence from the unit by the tenant's failure to notify the Baldwin Village Manager of an extended absence, tenant's failure to pay rent, and failure to acknowledge or respond to notices from the Manager or other Baldwin Village representative regarding overdue rent.

- A. **Absences:** If a resident expects to be out of the Baldwin Village rental unit for an extended period of time, i.e. more than 14 days, he/she must advise the Baldwin Village Manager of the circumstances of the resident's absence and the expected day of return. Residents may not ordinarily be away from their apartments for more than sixty days except for medical reasons or other extraordinary circumstances.
- B. **Abandonment:** If a tenant has not paid rent for two months or more, has not been seen by neighbors and has not responded to any correspondence from MSAH./Baldwin Village, and the Baldwin Village Manager or other representative cannot contact the tenant's emergency contact or other contact person or that person does not know where the tenant is, the unit will be deemed to be abandoned and the Manager or other Baldwin Village representative will initiate eviction procedures to re-gain legal possession of the abandoned rental unit.

Seven days after gaining legal possession of the rental unit, if the Baldwin Village Manager or other representative has not been able to contact the missing tenant through any contact information available to Baldwin Village, Baldwin Village will proceed to dispose of the tenant's possessions by whatever possible means including donation of such possessions to any charitable organization which will accept them or any other tenant in need of a particular item. Other items which cannot be donated because of their condition or lack of functionality will be placed in the trash.

20. SCHEDULE OF CHARGES

A list of standard charges to Residents will be provided to each Resident at lease signing and will be available from the Baldwin Village Manager. This list will include the charge for repairs or services chargeable to Residents. For items not listed, the labor charge will be based on a fixed hourly rate. Charges for any parts or materials other than those listed will be based on the actual cost to Baldwin Village for such materials.

20. FIRE SAFETY INFORMATION

A. FIRE PREVENTION

Your apartment is equipped with a fire extinguisher, which is located just inside the front entrance adjacent to the electrical panel. You should receive instructions on using the fire extinguisher when you rent your apartment. In case of a small fire, you can use the fire extinguisher to put the fire out, in any event, you should call 911 immediately to report a fire.

Most fires occur because the public is indifferent toward good fire prevention practices. Seventy percent (70%) of the fires that occur in homes and buildings can be attributed to **carelessness**. These are the needless fires, the kind that can be prevented if each of us takes the time to practice fire safety in the home.

What are the main causes of unnecessary fires? Below are listed seven (7) hazardous situations that could be present in most homes. See how many of these apply to your home, then do something about them.

1. **Careless Smoking Habits:** Smoking is allowed in the Baldwin Village apartments; however, from a **Health AND Safety point of view, smoking is dangerous** and it is easily the biggest single cause of fatal home fires. If a guest is a smoker, you may want to suggest that they smoke outside since the smoke and odors will stay in your apartment long after the smoker has left. If someone must smoke inside, provide a safe, deep ashtray, making sure all cigarettes are out before emptying the ashtray. Never empty ashtrays into wastebaskets. Make a last minute inspection before going to bed, checking in and around ashtrays. Also check carpeting and furniture around the areas where you know people have been smoking.

Establish a firm "**NO SMOKING IN BED**" rule. And, even sitting in a chair, it is a good rule never to smoke when you are tired or feel yourself becoming tired while watching TV or reading a book. Be especially alert around people who have over indulged in alcoholic beverages and who are smoking.

2. **Playing With Matches Or Fireworks:** Matches and/or cigarette lighters should be kept in a safe place, away from children. It's an excellent idea to discuss the safe use of matches and lighters with your children/grandchildren. Relate this safety with the overall safety of the home and other members of the family. At this same time, review with them

your complete program of home fire safety habits. Never allow children to play with fireworks without adult supervision. Even though most dangerous fireworks have been outlawed, the ones still available can easily start fires if not carefully used.

3. **Matches Or Cigarettes Tossed In Rubbish:** Be especially careful of matches or cigarettes while outside the home. A carelessly tossed match or cigarette can easily start a fire in leaves, grass, or papers or in an area where flammable liquids or material may be stored. Buckets of sand can be placed around the outside of the home to eliminate this hazard.
4. **Combustible Materials:** The best way to eliminate fires caused by combustibles is to eliminate the unnecessary combustibles, e.g accumulation of newspapers and magazines, from your household. Keep your house neat and clean at all times and avoid clutter
5. **Faulty Electrical Appliances:** Make sure that all of the appliances being used in your home are listed by Underwriters Laboratories or other recognized testing firms and that cords and plugs are not frayed or damaged. Never overload a circuit or outlet. The same is even more important for an extension cord. Make sure the extension cord being used is proper for the appliance.
6. **Defective Or Overheated Cooking Equipment:** If fire develops on your stove or in a pan, try to smother it with a lid. If this fails, use a dry chemical or carbon dioxide type fire extinguisher. Baking soda is good for smaller fires. If a fire develops in the oven, turn off the heat and close the door. If the fire does not go out, open the door slowly and use the fire extinguisher. If you have a fire in a pan, NEVER TRY TO CARRY THE PAN OUTSIDE. ALSO NEVER POUR WATER OVER A GREASE FIRE. This will cause spattering and the possible spread of the fire.
7. **Gas Leak**

There are three major gas appliances in your apartment—gas furnace, gas clothes dryer, and gas instantaneous water heater. These appliances are new and are in good working condition; nevertheless, if you ever detect the least odor of gas, call your local gas company and the Baldwin Village Manager or emergency number (939-9304 after hours) immediately and report it.
8. **Improper Use Of Flammable Liquids:** Careless handling and storage of flammable liquids are major causes of home fires and deaths. **No flammable liquids** such as gasoline or kerosene are allowed at any time under any circumstances in any Baldwin Village Apartment.

21. HAZARDOUS MATERIALS

No hazardous materials of any kind may be brought on the Baldwin Village property at any time under any circumstances.

22. WEAPONS

For the safety of all residents, residents are NOT allowed to keep any firearm, BB gun, pellet gun, sling shot or other offensive weapon on the Baldwin Village premises at any time.

23. SMOKE DETECTORS/STROBE LIGHTS

Every Baldwin Village apartment has been equipped with interconnected smoke detectors and at least one strobe light. The smoke detector is possibly the single most important device in your apartment and can save your life in the event of a fire. If your smoke detector is not operating correctly, please contact the management office and it will be repaired or replaced. **NEVER TAMPER WITH A SMOKE DETECTOR—A PROPERLY OPERATING SMOKE DETECTOR IS A DEVICE THAT CAN SAVE YOUR LIFE.**

24. LEAD-BASED PAINT

The newly constructed Baldwin Village apartments do not have any lead-based paint, so there is no danger to you or any of your guests from lead-based paint.

25. RECYCLING AND SOLID WASTE

A. RECYCLING

1. Baldwin Village has established a recycling program for its residents to save resources, of course, and to comply with the Swatara Township municipal ordinance.
2. At Baldwin Village, there is a recycling “toter” located at the end of each parking lot along with one or two trash toters. Residents are strongly urged to put all their recyclable materials in the recycling toter.
3. The recycling and trash toters will be picked up once a week by the trash hauler.

4. ITEMS TO BE SEPARATED FROM THE TRASH:

- * NEWSPAPERS
- * GLASS BOTTLES (clear, green, and brown)
- * ALUMINUM AND STEEL CANS
- * PLASTIC BOTTLES* (# 1 PETE and # 2 HDPE)

- * Plastic soda bottles (clear and green); Plastic water, milk, cider, and iced tea containers usually in gallon and half gallon sizes; Plastic laundry detergent, fabric softener, and liquid dish detergent bottles

5. HOW SHOULD I PREPARE THE MATERIALS FOR RECYCLING?

PAPERS - Newspapers, magazines, printer and copier paper and phone books

GLASS BOTTLES - Clear, green, and brown glass bottles only will be collected. Bottles must have caps removed and must be rinsed clean, but labels do not have to be removed. Please do NOT put any Pyrex, porcelain, ceramics, lead crystal, window glass or light bulbs with the recyclables. Do not break the glass bottles.

STEEL CANS - Steel cans are also called "tin" cans and include, for example, soup, vegetable, and fruit cans. Please put only food and beverage cans in the recycling container. Cans must be rinsed clean, but labels do not have to be removed. The steel lids may be put in the cans. Aerosol cans are now acceptable as well.

ALUMINUM CANS - Soda, juice food and beverage cans only. Should be emptied and rinsed.

PLASTIC BOTTLES - Please put only those bottles indicated above in the recycling container. Plastic bottles containing a beverage should be **rinsed clean**. Acceptable plastic containers are also identified by a number 1 (PETE) or a number 2 (HDPE) in a small triangle on the bottom on the container. Also accepted are narrow and screw top containers of the following numbers 3 (PVC), 4 (LDPE), 5 (PP), 6 (PS) , and 7 (Other).

B. SOLID WASTE

1. TRASH MUST BE HANDLED PROPERLY! If trash is carelessly left laying around the apartment (or outside the apartment) it not only makes your apartment and the entire development look bad, it can easily attract roaches or rodents as well.
2. TOTERS: Baldwin Village plans to use 96 gallon "toters" for both recycling and trash. The toters should be easier to use. They are slightly lower than a dumpster and the lids are much lighter. Always to place the recyclables and trash IN the toters--NOT on top or around them. Full cooperation by all residents is expected to maintain Baldwin Village neat and clean at all times.