



MEADOWBROOK NEWS



How To and What to Do

October 2011

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Proper Garbage Disposal Care

As a friendly reminder, we would like to take this time to review proper garbage disposal usage. To keep sink drains flowing freely within your home and your building, it is extremely important to follow the guidelines below:

1. Turn water on full force
2. Turn on disposal.
3. Slowly feed waste into disposal - **do not pack full.**
4. When waste is fully disposed of, turn off disposal.
5. **Let water run for at least 30 more seconds.**
6. Turn off water.

Remember, water on first, water off last.

Some items should **not ever** be disposed of in a garbage disposal;

1. Any non-foods or foreign objects.
2. Stringy vegetables such as: celery, rhubarb, string beans etc.
3. Potato peelings.
4. Rice and pasta products and foods high in gluten

If in doubt, contact the office before attempting.

Should your kitchen sink not drain, try using a plunger. Press the reset button on your garbage disposal after plunging and call maintenance if unsuccessful. **If maintenance discovers the garbage disposal is not working due to misuse, you will be charged a service call, minimum of \$35.00.** Your cooperation is greatly appreciated.

Stay Vigilant About Fire Safety

Preparation. Meadowbrook provides smoke alarms and fire extinguishers for each apartment, and we check these pieces of equipment twice per year; however, we rely on our residents to help us make sure each apartment and townhome is prepared in case of a fire emergency.

You should check your smoke alarms and fire extinguisher at least once per month. To make sure your fire extinguisher is fully charged, look at the arrow on the indicator dial. It should be somewhere in the green range. To test your smoke alarms, press the button for 3 seconds: It should emit a loud, piercing sound.

If you find that your smoke alarm isn't working or your extinguisher's arrow is either above or below this range on the dial, call Meadowbrook Maintenance *immediately* so that we can repair or replace them.

In addition to testing the safety equipment, you should also identify **AT LEAST TWO** paths of exit from each point in your home, a primary and a secondary. In addition, each resident should practice these escape routes with all roommates at least twice per year. Residents on upper floors may consider purchasing an escape ladder for use in windows or balconies, in case the ground level exits from your apartment or the building hallways are blocked by fire or smoke.

Prevention. Be on the lookout for potential fire hazards.

- Look around your house for potential electrical problems. Things like frayed cords, overloaded outlets, extension cord chains and liquids near electronic device are all potential fire hazards.
- If you use a space heater, keep it three feet from any

combustible materials, and make sure your space heater has a tip-over switch and overheat protection.

- Never leave your cooking unattended. If you must leave your kitchen, turn the stove off before you do.
- Never leave an open flame unattended. Fully extinguish cigarettes, candles, incense, etc. before disposing of them properly.
- If you have a fireplace, keep the area around it clear of items and debris. Use a screen to prevent sparks and embers from escaping.

In Case of Fire. Do not put yourself in danger! If you are unsure of the source of the smoke/fire, leave the building immediately and call 911.

If you know the source of the fire and can put it out with your fire extinguisher, do so. Then call either Meadowbrook Management or the Lawrence Fire Department (depending on the severity of the emergency.)

If you have smoke in your apartment and there is no fire, open your windows or your sliding glass door and turn on your vent fan to air it out. **DO NOT OPEN THE DOOR TO THE HALLWAYS**, as this will cause the building fire alarms to go off.

If the fire alarms go off in your building, please remember that these alarms **DO NOT** automatically call the fire department. If there is a fire or an emergency, please get yourself to a safe location and then call 911.

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DULY NOTED:

- Rent is ALWAYS due on the first of the month. Late fees start after the fifth of the month, \$25 on the sixth and \$5 for every subsequent day it is not submitted.
- You can have your rent charged to your card automatically each month. Talk to our bookkeeper, Marilyn, for more details.
- Residents of buildings which pay gas to Meadowbrook will begin receiving monthly bills for furnace usage soon. Bills will usually arrive on your door or in your mailbox around the 20th of the month. They can be paid when you come in to pay the next month's rent (i.e. bills received on November 20th are to be paid by December 1st). If you have any questions about gas billing, please contact the Meadowbrook office during regular business hours at 785-842-4200.

Happy Birthday

On November 5th, 1959, the National Football League was formed with 8 teams: the Houston Oilers, New York Titans, Buffalo Bills, Boston Patriots, Los Angeles Chargers, Dallas Texans, Oakland Raiders, and the Denver Broncos.


School of Rock

Dr. Brian May, guitarist and songwriter for Queen, was appointed the Chancellor of Liverpool John Moores University on November 17th, 2007. Rock on, astrophysicists!

Take to the Streets

November 27th, 1924 marks the very first Macy's Thanksgiving Day Parade.

NOVEMBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		 1 -RENT DUE- KU vs. Pittsburg State	2	3	4	5
 Indicates a KU home game which may affect traffic in this area of Lawrence.						
6. -LATE FEES BEGIN ON UNPAID RENT-	7 (Eid) al Adha	 8 KU vs. Fort Hays State Election Day	9	10	 11 KU vs. Towson Veterans Day	 12 KU vs. Baylor
Daylight Savings Time Ends						
13	14	15	16	17	18	19
20	21	22	23	-Office Closed- Thanksgiving Day	25	26 First of Muharram
27	28	29	 30 KU vs. Florida Atlantic			

Calling Meadowbrook After Hours

Even though the office is closed, our phones are answered 24 hours a day.

We have a maintenance professional "On-Call" for any maintenance emergencies. Mil-Spec Security is also "On-Call" between the hours of 7PM and 5AM to address any noise complaints or disruptive activities if they occur.

Should you need maintenance or Mil-Spec, you can receive help by calling our office at (785) 842-4200 and then pressing "0" when you hear our voice message. This will put you through to an operator who will be able to assist you.

Winter Weather Reminder

As the weather gets colder, please remember these winter rules:

1. Leave your heat set to at least 60 degrees at all times, even if you are not home. This prevents water pipes from freezing, which can cause flooding in the building.
2. Do not park in no parking areas. Doing so will make it more difficult for us to plow and keep the roads free of snow and ice. You also risk being towed.
3. Keep the fire doors to the stairwells and exterior of the building shut. They are there for safety reasons, but also help insulate your building. Propping them open is not only a fire hazard, but makes your building colder. In TT & UU, please keep the hallway windows shut..