



Neighbors



FROM THE DIRECTOR'S DESK



As the warm weather comes in there are a few things for everyone to keep in mind.

- Yard sales are NOT allowed.
- Basketball hoops will be allowed provided they are freestanding of the residential structure. This means they cannot be attached to the house or garage. You must provide Renter's Liability Insurance Coverage.
- Small gardens where feasible can be permitted but the tenant must maintain the garden at all times. Please call the office first so the placement of garden area can be approved by management ahead of time.
- Swing sets, tents or swimming pools are NOT allowed.
- Trampolines, bounce houses, and fire pits are NOT allowed.
- When grilling, all grills should be kept at least 10 feet from any structure when being used.

The office will be close on Monday, May 29, 2023 to observe Memorial Day.

Mother's Day- Sunday, May 14, 2023

Stay Safe and Healthy!

Dionne Wyatt, CEO



Address:

P.O. Box 303

760 Anderson St.

Carlinsville, 62626

(217) 854-5393

Fax: (217) 854-8749

Office Hours:

Monday & Tuesday

8 a.m.-4:30 p.m.

CLOSED WEDNESDAY

Thursday & Friday

8 a.m.-4:30 p.m.

EMERGENCY

NUMBER:

(217) 827-2100

EMERGENCIES

INCLUDE:

- ♦ Gas leaks
- ♦ Broken water pipes
- ♦ Exposed electrical wires
- ♦ No heat (if the outside temperature is 45-degrees or lower)
- ♦ Sewer line stoppage (not drain line)- this includes a clogged toilet
- ♦ CO/Smoke detector beeping or chirping

Also fire, flood, or anything that threatens life, safety or property damage.

PREVENTATIVE MAINTENANCE INSPECTIONS

WILL BE PERFORMED ON CLOUD LANE IN GILLESPIE

**INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH
BETWEEN THE HOURS OF**

8:00 A.M.- 4:30 P.M., MONDAY-FRIDAY

*Q&A (Quality Assurance) inspections may take place on work orders and inspections anywhere from 3-5 days after the inspection/work order happened.

Spring Cleaning Checklist

BATHROOMS

- ☐ wipe down cabinets - inside and out
- ☐ clean out vanity - discard expired items
- ☐ clean & disinfect light switches & fixtures
- ☐ clean/disinfect toilet (under lid, around base, hinges)
- ☐ clean shower top to bottom including shower head
- ☐ mop & clean floors - pay extra attention to corners
- ☐ check vanity for unused items - donate or discard
 - ☐ replace shower liner and wash curtain
 - ☐ organize drawers & cabinets
 - ☐ clean and disinfect trash can
 - ☐ clean sink and faucet
 - ☐ wash or replace bath mats



KITCHEN

- ☐ clean and disinfect trash can
- ☐ organize drawers & cabinets
- ☐ deep clean oven, stove top & burners
- ☐ clean out pantry (check expiration dates)
- ☐ check cabinets & drawers for unused items - donate
- ☐ clean fridge - inside & out (don't forget the coils!)
- ☐ clean/sanitize microwave
- ☐ wipe down cabinets
- ☐ disinfect light switches and small appliances
- ☐ clean/disinfect light switches & fixtures
- ☐ mop and thoroughly clean floors
- ☐ disinfect garbage disposal
- ☐ clean coffee maker



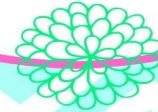
LIVING AREAS

- ☐ carefully wipe down all electronics
- ☐ clean remotes, phones, game controllers
- ☐ dust picture frames, wall hangings & mirrors
- ☐ organize media storage - donate unused items
- ☐ vacuum sofas & chairs
- ☐ wash pillows and throws
- ☐ dust shelves, cabinets, furniture - polish if needed
- ☐ clean lamps and lampshades
- ☐ clean ceiling fans
 - ☐ disinfect door knobs and light switches
 - ☐ clean window sills and window coverings
 - ☐ wash windows and window screens
 - ☐ wipe down baseboards and moldings
 - ☐ wipe down walls & cabinets



BEDROOMS

- ☐ rotate seasonal clothing
- ☐ replace bedding
- ☐ rotate mattress
- ☐ clean all surfaces and remove clutter
- ☐ organize closet - donate unused items
- ☐ clean under bed and organize underbed storage
- ☐ pick up and put away all items on closet floor
- ☐ dust picture frames, wall hangings & mirrors
- ☐ clean windows, sills, window coverings & screens
 - ☐ wipe down baseboards and moldings
 - ☐ disinfect door knobs and light switch
 - ☐ vacuum bedrooms and closets
 - ☐ wipe down walls & cabinets



Macoupin County Public Transportation

112 S. Macoupin St. Gillespie, IL 62033

Call 217-839-4132 to reserve your seat