**IMPORTANT INFORMATION:**

# Important Numbers

Police Telephone Co.

Fire Gas Co.

Ambulance Electric Co.

Paramedic Water Co.

Doctor Manager

The best time to contact the manager is .

In an emergency, when you cannot get hold of the manager call .

# Helpful Hints

 1. A fire extinguisher is located .

Use short bursts aimed at the base of the fire. Take time to read the instructions on the specific extinguisher located in your rental unit. Use a fire extinguisher or throw baking soda on a grease fire, never use water!

 2. The main electrical shutoff for your dwelling is located .

Check there to see whether a fuse has blown (have an extra on hand) or a circuit breaker has tripped. Restore service by replacing any fuse which appears to be blown (use one with the same number on it), or by flipping the circuit breaker switch back and forth once. Make sure the breaker is switched to “ON.”

 3. The main gas shutoff for your dwelling is located , but there may be an individual valve on the line supplying each appliance as well. Shut off the gas by turning the valve 90 degrees, that is, so it crosses the direction of the supply line.

 4. The main water shutoff for your dwelling is located , but you may be able to shut off the water to an individual faucet by turning off the supply valve below your sink or toilet (not your tub or shower). If hot water is leaking anywhere, shut off the valve on top of the hot water heater.

 5. Whenever you defrost the refrigerator, turn it off or set the control knob to defrost. Place a pan to catch the water and empty is when necessary. Do not try to break up the ice with any implement like a knife or an ice pick. Let it melt on its own or speed it up by placing a pot of hot water in the freezing compartment. Dry the floor thoroughly when you have finished.

Hjhh