

PARTNERSHIP

PROPERTY // MANAGEMENT

RESIDENT RESOURCE & SAFETY GUIDE



WELCOME HOME



Be Informed, Live Safer, & Protect your Health

Rev. 12/2024

RESIDENT RESOURCE & SAFETY GUIDE ACKNOWLEDGEMENT

To Our Residents from Partnership Property Management:

Partnership Property Management hopes that you enjoy your apartment. We are proud of your apartment community and we certainly hope that your experience here is a good one. We would like to remind everyone of several basic expectations you should have of Partnership Property Management and our management staff.

- Reasonable concerns and constructive criticism are always welcome. Written concerns/criticism can be addressed to your property manager and submitted by mail to our corporate office.
- Retaliation against you for making a complaint is strictly prohibited.
- All members of the Partnership Property Management team should always treat you with courtesy and respect, regardless of the situation.
- Your apartment is your home, and our staff should never enter your home without consent or at least a 24-48 hour notice, and a valid reason of why entry is necessary (except in emergencies such as fire, sewer backup, flood, etc.).
- Written maintenance requests should be addressed and repairs made in a timely manner.
- Our Site Manager should always be available during posted office hours, unless otherwise noted on the door of our office.
- Partnership Property Management is committed to the letter and spirit of the Fair Housing Act, which among other things prohibits discrimination against persons with disabilities. In accordance with our statutory responsibilities and management policies, we will make reasonable accommodations in our rules, policies, and practices when such accommodation may be necessary to afford persons with disabilities an equal opportunity to use and enjoy their housing communities. Please see your Site Manager if you would like to request such an accommodation, or contact our 504 Coordinator at our Corporate Office at 336-544-2300.
- ***"This institution is an equal opportunity provider and employer."***

USDA Non-Discrimination Statement ■ Applies only to USDA Properties Only

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expressions), sexual orientation, disability, age, marital status, family/parental status, income derived from public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture - Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

We believe that improvements in communication cannot help but make your apartment community an even better place to live. We hope that most concerns and questions can be resolved and answered by our on-site management staff, but everyone should feel comfortable in calling our Corporate office for assistance if the need arises. To improve communication and awareness regarding policies, expectation, and general safety we have developed this resource that we hope you find helpful.

We appreciate your residency, and as always, we're glad to have you living with us!

PARTNERSHIP PROPERTY MANAGEMENT – Managing Agent

I received the Partnership Property Management Resident Resource & Safety Guide, as well as HUD's "Healthy Home" Booklet.

Lessee Name

Date

Apartment Site and Unit Number

Attached - HUD Booklet, "Help Yourself To A Healthy Home".

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Apartment Site and Unit Number

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WELCOME HOME

To Our Valued New Resident(s),

On behalf of the staff at Partnership Property Management, we would like to welcome you to your new home. We know that moving and becoming acclimated to a new environment can be a stressful experience, so we have put together this quick reference resource guide to assist you during your transition. Please familiarize yourself with the topics throughout this guidebook and if you have any questions, please do not hesitate to call on the management team to assist you. For your convenience, contact information for our corporate and branch offices is provided below. Also, be sure to check out our Company website at: <http://www.partnershippm.com/> for additional information.

We're Glad to Have You Living With Us!



Sincerely,

Partnership Property Management

Partnership Property Management



"This institution is an equal opportunity provider and employer."

CORPORATE OFFICE | PO Box 26405, Greensboro, NC 27404-6405 p: 336 544-2300 f: 336 544-2301
BRANCH OFFICE | 1831 W. Evans St. Suite 230, Florence, SC 29501 p: 843 662-1771 f: 843 665-0555
www.partnershippm.com | email: info@partnershippm.com

Table of Contents

RESIDENT INFORMATION

HOW TO:

▪ Pay Rent	Page 1
▪ Report Maintenance Issue	Page 2
▪ Report Emergency Maintenance Issue	Page 3
▪ Clean your Floors	Page 3
▪ Operate your Heating Ventilation and Air Conditioning System ("HVAC")	Page 4

POLICIES:

▪ Smoking Policy	Page 5
▪ Bedbugs	Pages 6-7
▪ Renters Insurance	Page 8-9
▪ Satellite Dishes, Internet, and Phone	Page 10
▪ Exercise Equipment Policies	Pages 11-12
▪ Parking Policy	Page 12
▪ Price List	Page 13

FAIR HOUSING:

▪ Basic Fair Housing - Sexual Harassment - Hostile Environment	Page 14
▪ Language Assistance Plan	Page 15
▪ Violence Against Women Act ("VAWA")	Pages 16-17

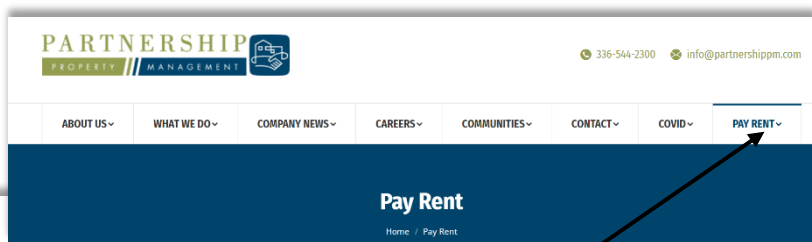
HEALTH & SAFETY:

▪ Fire Extinguishers	Page 18
▪ Fire Prevention	Page 19
▪ Grills	Page 19
▪ Lithium Ion Batteries	Page 20
▪ SmartBurners	Page 21
▪ Smoke Detector & Carbon Monoxide	Page 22
▪ Call for Aid - Pull Station	Page 22
▪ Don't Block Windows	Page 22
▪ Mold, Mildew, and Moisture Prevention	Page 23
▪ Grease Disposal & Plumbing Issues	Page 23
▪ Safety Disclosures – Asbestos, LBP, Radon, etc.	Pages 24-25
▪ Slips, Trips, and Falls	Page 26
▪ Trash Disposal	Page 26
▪ Crime	Pages 27-31
▪ Child & Playground Safety	Page 32
▪ Hurricane Preparedness	Pages 33-35
▪ HUD Healthy Homes Handout	ENCLOSED

How to Pay Rent – Rent is due on the 1ST day of each month

PAY ONLINE - Go to -

<http://www.partnershippm.com/>



Partnership Property Management accepts rent in the following ways:

- Mail a check or money order to our Greensboro office:
PO BOX 26405
Greensboro, NC 27404-6405
- Set up a Bill Pay account with your bank. Your bank will send PPM a check. This option is usually free.
- Pay online through ResMan by credit card, debit card or check.
Choose your apartment community below to be redirected to your properties payment portal.
- Set up Auto Pay through ResMan. Rent will be automatically drafted each month from your bank account or charged to your credit card.

Rent Payments for all sites are now handled through our new ResMan portal. This portal will allow you to pay rent, view your account balance and history, and submit work orders.

[Click here](#) to go to the ResMan Portal landing page. From the dropdown, you will need to choose your Apartment Community.

**CLICK
HERE**

The screenshot shows the ResMan portal login page for Academy Heights. It includes a dropdown menu for Property name (Academy Heights), fields for Username and Password, and links for Forgot Username and Forgot Password. There are buttons for REGISTER and SIGN IN.

Choose your community in the drop-down list and then “Sign In” or “Register” your account

PAY BY MAIL – Mail Check or Money Order to:

The form is for mailing rent checks or money orders. It includes fields for Resident, Apt. #, Apt. Name, and City. There are also fields for COMPLEX and UNIT, each with a grid of boxes. The address is PARTNERSHIP PROPERTY MANAGEMENT, PO BOX 26405, GREENSBORO NC 27404-6405. There is a stamp area labeled 'PLACE STAMP HERE' and a barcode at the bottom.

Site Manager Notes:

- ☐ Provide resident with 8-10 prefilled out envelopes
- ☐ Fill out sample envelope to the left with your site information and the specific unit number

Resident Notes:

- ☒ Rent is due on the 1st.
- ☒ You should mail your rent several days early to ensure it arrives in our office on time.
- ☒ Checks should be made payable to your apartment community, not Partnership Property Management.

How To Report A Maintenance Issue

Clearly print your name and address

PARTNERSHIP PROPERTY MANAGEMENT
REQUEST FOR MAINTENANCE

RESIDENTS NAME: _____ DATE: _____
ADDRESS: _____ TIME: _____

SERVICE REQUESTED: Clearly describe the issue(s) you are having in this section

WILL SOMEONE BE AT HOME? ☐ YES ☐ NO PERMISSION TO ENTER? ☐ YES ☐ NO

RESIDENT'S SIGNATURE: _____

(TO BE COMPLETED BY THE MAINTENANCE CARETAKER & FILED IN THE SITE OFFICE)

SERVICE COMPLETED: _____

CARETAKER SIGNATURE: _____ DATE: _____

MT(NA)00-005 "This institution is an equal opportunity employer and provider." Rev. 07/2016

Please note the Date and Time you made this request

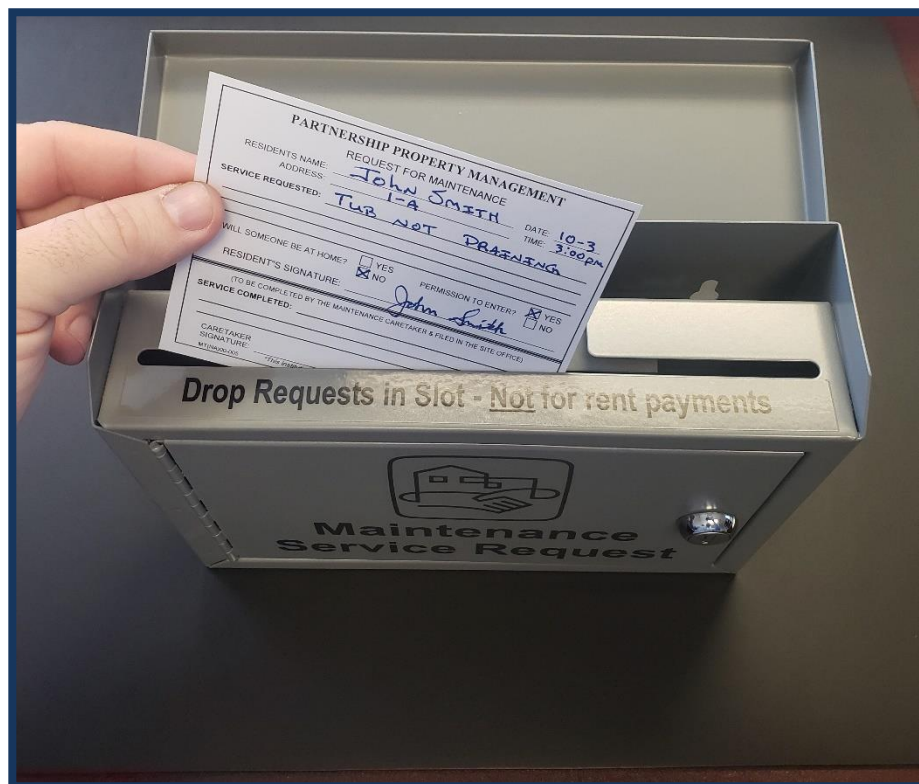
Please mark "YES" giving our staff permission to enter to complete the needed service

Please sign this request

Let us know if you will be at home. We do not wish to startle anyone.

Request for Maintenance Forms can be located in the gray box at the site office. Completed Request for Maintenance Forms should be dropped off in the slot in the same gray box. The top of the box opens for the request to be inserted. We will make every effort to complete your maintenance needs in a timely manner.

If you have a disability and are unable to come to the site office, please contact the on-site manager for assistance with obtaining and completing a Request for Maintenance.



How to Report Maintenance Emergencies After Hours

EMERGENCY MAINTENANCE CONTACT NUMBER

$$\left(\begin{pmatrix} 1 & 0 \\ 0 & 1 \end{pmatrix} - \begin{pmatrix} 1 & 0 \\ 0 & 1 \end{pmatrix} \right) = \begin{pmatrix} 0 & 0 \\ 0 & 0 \end{pmatrix}$$

(Site Managers, please print the emergency number for your property in the space above)

Emergency Maintenance Items are issues that cannot wait until the next business day.

Examples of such items are:

- ☐ Flood/water leak (pipes or natural)
- ☐ No AC when daily high is 80 degrees or above
- ☐ No heat when low is below 45 degrees
- ☐ No hot water
- ☐ Major electric - lights flashing, exposed wires etc...
- ☐ No AC/heat on weekend
- ☐ Toilet clogged – If apartment only has one bathroom
- ☐ Sewer back up
- ☐ Tenant locked out – this service will result in a charge
- ☐ Refrigerator/stove not working - weekend
- ☐ Exterior door will not latch/lock
- ☐ Window not opening and/or locking
- ☐ Lift station alarm sounding

Our company is committed to providing quality and timely maintenance service. For non-emergency items, please complete a maintenance service request and drop it in the box at the site office. Please respect your maintenance caretaker's personal time by not calling them for non-emergency matters after hours. If you feel your maintenance needs are not being met in a timely manner, please contact our office.

How to Clean Your Floors

Keeping your entire apartment clean, safe and sanitary should be one of your top priorities. The flooring throughout your home is one of the largest and most expensive building components within your apartment. If you fail to properly care for the flooring, serious damage can result. Below are some tips for care:

CARPET

- Vacuum carpet regularly. Having your carpet professionally cleaned at least annually is a good idea.
- Only use products designed for carpet when spot cleaning carpet.
- Accidental spills should be soaked up immediately and completely.

VCT 12"x12" Tile – (Typically found in bathrooms and kitchens)

- Do not use wax strippers, Clorox, ammonia, or other solvents that will remove the wax finish.
- Mop and Glow, Pledge Floor Care Finish, or similar products can be used to restore a vibrant shine to your tile floors.

LVT Vinyl Planks – (Faux wood looking flooring)

- Mop and Glow, Pledge Floor Care Finish, or similar products can be used to restore a vibrant shine to your faux wood/vinyl floors.
- A damp cloth with mild detergent or Windex can be used for small spills.
- Avoid sliding furniture or other items across the flooring that could scratch the surface.
- Do not pour water or use a wet mop on this flooring. A Swiffer Sweeper style mop is preferable.

How to Operate your Heating Ventilation and Air Conditioning System ("HVAC")

ELECTRIC HEAT PUMP OPERATING INSTRUCTIONS

1. Your lease requires that you regularly operate your HVAC system to maintain an appropriate climate control in the unit. Keeping the unit clean and the temperature constant will help prevent mold from accumulating in the dwelling unit.
2. The temperature of the supply air during heating season at the register will be low temperature. It will usually vary from the low 80's to the high 90's deg. F. This is cool to the hand (98 deg. F.), but is putting heat into the room, which is usually kept 65 deg. - 70 deg. F.
3. The temperature at which the heat pump requires auxiliary electric heaters to help heat the house is around 35 deg. F. outdoor temperature. This will vary several degrees from house to house. When this auxiliary heater is needed, the indoor thermostat automatically switches it on.
4. When the outdoor temperature is approximately 40 deg. F. or less the heat pump outdoor section will build up frost on the coil. At high humidity conditions the frost buildup will form a sheet of ice. This is normal and the heat pump has a defrost cycle which activates every 90 minutes to remove this ice. When the defrost cycle is energized, there will be a noise in the unit and at times fog will rise out of the top of the unit. After a short period the unit will automatically go back into the heating mode of operation. At those times of the year, when the outdoor temperature and humidity is such that there is freezing rain, sleet or snow, ice will build up on the top and sides of the outdoor unit to a point that the defrost cycle cannot remove it. When the home owner notices this condition it is usually advisable to switch the thermostat to the "emergency heat" position until weather conditions change. When the ice melts, switch the thermostat back to the "heating" position.
5. If the heat pump appears to have something seriously wrong with it or it isn't heating properly, switch over the thermostat to "emergency heat" and the electrical strip will be energized and the outdoor compressor will be de-energized. This strip heater may not keep the temperature inside as warm as the heat pump but it should keep it within a tolerable range until a service technician can arrive.
6. Air filters should be changed about every 3 months under normal conditions. Cleaning filters and re-using removes only the oily film on the filter and should not be done.
7. Water dripping off of the outdoor unit during winter operation is normal. This is due to the unit defrosting.
8. The heat pump is properly sized when it closely matches the heat loss and heat gain of the house. During extreme summer weather conditions the unit will run most of the time. During extreme winter weather conditions it will do the same. Also, when outdoor temperature is around the balance point 35 deg. - 40 deg. F., the unit will run almost 100% of the time.
9. Keep the indoor temperature as low as possible in the winter even if it means putting on extra clothing and keep it as high as possible in the summer. This will keep electrical bills to a minimum. Recommended winter settings are 65 degrees - 68 degrees F and summer settings are 78 degrees - 80 degrees F.



PARTNERSHIP

PROPERTY MANAGEMENT

SMOKING POLICY



This Smoking Policy applies to all tenants, their guests, visitors, family, service personnel and staff.

The purpose of a Smoking Policy is to mitigate (i) the irritation and known health effects of secondhand smoke; (ii) the increased maintenance, cleaning, and redecorating costs from smoking; and (iii) the increased risk of fire from smoking.

No smoking shall be permitted inside any unit or interior common areas, including but not limited to community rooms, community bathrooms, lobbies, reception areas, hallways, laundry rooms, stairways, offices, maintenance buildings, and community centers.

In addition, smoking is prohibited within 25 feet of buildings including entryways, porches, balconies, and patios.

Designated smoking areas have not been established other than all common areas greater than 25 feet of the buildings at most properties. On select properties, owners may have opted to designate the entire property as a smoke free campus. If this is the case, you were provided a smoking addendum at the time of lease signing detailing this more stringent policy.

The term “smoking” means the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or other tobacco product or similar lighted product in any manner or form.

This policy does not apply to electronic cigarettes. The term “electronic cigarette” means any electronic device that provides a vapor of liquid nicotine to the user as she or he simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes, or under any product name.

All smoking-related trash must be disposed of in proper waste receptacles.

Disclaimer by Landlord: Tenant acknowledges Landlord’s adoption of a Smoking Policy and the efforts to designate portions of the complex as no-smoking does not in any way change the standard of care that the Landlord has under applicable law to render the complex any safer, more habitable or improved in terms of air quality standards than any other rental premises.

Landlord specifically disclaims any implied or express warranties that the property will have any higher or improved air quality standards than any other rental property. Landlord cannot and does not warrant or promise that the property will be free from secondhand smoke.

Tenant acknowledges that Landlord’s ability to police, monitor, or enforce the agreements of this policy is dependent in significant part on compliance by Tenant and Tenant’s guests.

Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking and has knowledge of the responsible party. Tenants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this policy than any other Landlord obligation under the lease.

Noncompliance with this Smoking Policy shall be considered a material breach of the lease and grounds for enforcement action, including eviction by the Landlord. Tenants are responsible for the actions of the members of their household, guests, visitors, and service providers. Tenant will be responsible for all costs to remove smoke odor or residue and to repair any smoking related damages upon any violation of the Smoking Policy.

Bedbugs – What you should know about bedbugs

Background:

After a long absence, bedbug infestations are a growing problem in the United States today. According to the United States Environmental Protection Agency (EPA), bedbug populations have increased dramatically. Bedbugs are considered a pest of significant public health importance by the EPA and the Centers for Disease Control and Prevention (CDC). Although the insects are not known to transmit disease, bites may itch and cause an allergic reaction in some people, which may lead to secondary infections.



Habits:

Bedbugs like to travel and are good hitchhikers. They will hide in suitcases, boxes, and shoes to be near a food supply. They are elusive, nocturnal creatures. They can hide behind baseboards and in cracks, crevices, and folded areas of beds, bedding, and adjacent furniture, especially mattresses and box springs. Bedbugs can also hide in electrical switch plates, picture frames, wallpaper and nearly anywhere inside a home, car, bus, or other shelter. Bedbugs usually come out at night for a blood meal. However, they are opportunistic insects and can take a blood meal during the day, especially in heavily-infested areas. Bedbugs usually require 5-10 minutes to engorge with blood. After feeding, they move to secluded places and hide for 5-10 days. During this time, they do not feed but instead digest their meal, mate, and lay eggs. Although bedbugs can dine on any warm-blooded animal, they primarily dine on humans.



Signs of Infestation -Detection:

- Unexplained bites
- Small blood stains on furniture, behind pictures, on walls near baseboards or at ceilings, etc.
- Black specs in seams or folds of mattress or other furniture
- Eggs
- Live bugs
- Specialized canine teams are also used for detection

Prevention:

The best approach to bedbug management is to prevent an infestation from occurring in the first place. Federal agencies, such as EPA and HUD, are working in tandem to develop and share recommendations to prevent bedbug infestations. According to the EPA, principles of Integrated Pest Management (IPM) for bedbugs include:

- Raising awareness through education on prevention of bedbugs;
- Inspecting infested areas, plus surrounding living spaces;
- Checking for bedbugs on luggage and clothes when returning home from a trip;
- Looking for bedbugs or signs of infestation on secondhand items before bringing the items home;
- Correctly identifying the pest;
- Keeping records – including dates when and location where pests are found;
- Cleaning all items within a bedbug infested living area;
- Reducing clutter where bedbugs can hide;
- Eliminating bedbug habitats;
- Physically removing bedbugs through cleaning;
- Using pesticides carefully according to label directions; and,
- Following up on inspections and possible treatments.
- Don't dispose of infested furniture at the dumpster where other residents may unknowingly take home bedbugs, roaches, or other insects. Typically, disposing of furniture on-site is not allowed.



Bedbugs - Continued

Treatment:

- Chemical treatments are not always effective at completely eliminating an infestation.
- Heat treatments
- Specialized mattress and box spring encasements
- Steam, vacuum, laundry, & freezing techniques can be used on some items.



Tenant Rights and Responsibilities:

1. Monitor your apartment for signs of an infestation.
2. **Report any infestation to management immediately**, as soon as it is observed. Early reporting allows the pests to be identified and treated before the infestation spreads.
3. **Reduce risky behavior like bringing in secondhand furniture and having excessive clutter in your unit.**
4. Management may require an inspection of furniture and personal items to ensure they are not infested with bedbugs if the landlord is aware of a prior issue.
5. A tenant reporting bedbugs may expect expeditious response and attention by management, but should be advised that inspection and, if necessary, treatment of bedbugs may take time to schedule. The inspections should occur within three calendar days of the tenant report when possible.
6. Following a tenant report of bedbugs, management staff trained in bedbug identification (or a third party pest control representative) may inspect any unit in the property to independently verify the presence of bedbugs and to treat an infestation. Management may enter the unit to perform these activities, in accordance with the lease.
7. If bedbug infestation is found in the unit, the tenant may expect treatment to begin within five days of the inspection, though depending on the form of treatment, this may not be possible. Due to the growing number of bedbug cases, resident should be advised that treatment may take several weeks.
8. **Tenants are expected to cooperate completely with Management and the Pest Control Company's treatment efforts** by allowing for heat treatment of clothing and furniture and refraining from placement of infested furniture or other items in common areas such as hallways. Tenant cooperation is shown to expedite the control of bedbugs and to prevent spreading of infestations.
A resident's failure to fully cooperate or to prepare for treatment may result in the resident being charged for the pest control visit. Repeated failure on the resident's part to cooperate or prepare, may result in lease termination.
9. Tenants will receive further guidance before each treatment as well as instructions to follow after the treatment is completed.
10. Management in some cases may not be able to make staff available to help with moving and cleaning of furniture to accomplish the treatment effort.
11. The tenant will not be expected to contribute to the cost of the INITIAL treatment effort on any HUD property, but **may be charged for subsequent re-infestations which are caused by a resident's negligence.**
12. Generally, relocation from the unit is not necessary; bedbugs may cause discomfort but are not believed to carry disease. However, if reasonable temporary relocation is necessary, relocation must be carried out in accordance with applicable civil rights laws, including, but not limited to, Title VI of the Civil Right Act of 1964 and Section 504 of the Rehabilitation Act of 1973. For example, when persons with disabilities are temporarily relocated, they must be placed in housing that provides, at a minimum, the same accessibility features as the housing in which they currently reside. Additionally, the O/A must ensure the right of return for tenants who have had to be temporarily relocated while the bedbug treatment is being performed.

The tenant will not be reimbursed the cost of any additional expense to the household, such as purchase of new furniture, clothing or cleaning services.

REV. 10/2022

WHY YOU NEED

Renters Insurance:

#1

To protect your stuff.

Please be aware that your personal possessions

ARE NOT COVERED

in the event of fire, theft, flood, or other perils by Partnership Property Management or any insurance policy we have on your apartment community. This means that should you suffer losses of personal items (furniture, clothes, electronics, etc.) from damages caused by fire, water, theft, etc., in your apartment, Partnership Property Management is not responsible.

#2

Visitor safety is also your responsibility.

Accidents happen. If your visitor is injured in your home, you can be sued or be a party to a negligence lawsuit.

#3

To protect your stuff from your neighbors.

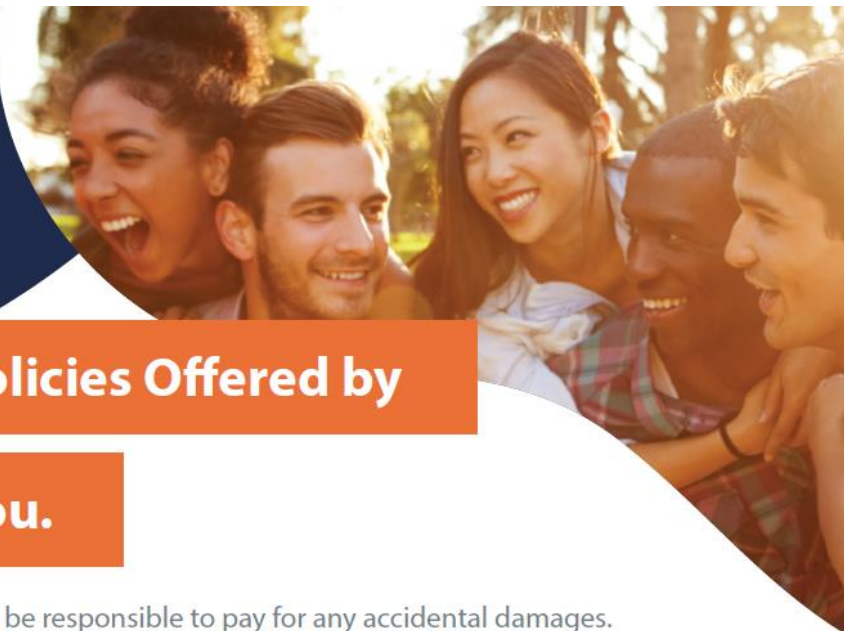
You are also responsible for your personal possession should the rental unit near you go up in flames and spread to your unit.

#4

It's inexpensive.

Qualified applicants will find that renters insurance is inexpensive and easy to obtain. Partnership Property Management **strongly recommends** that you obtain a renters insurance policy from your local insurance agent.

Don't Gamble,
Protect Yourself



Renters Insurance Policies Offered by

ePremium Protect You.

Renters who are not covered may be responsible to pay for any accidental damages. Fortunately, ePremium Insurance Agency offers renters insurance policies with Liability and Contents coverage that are designed specifically for renters. Best of all, it's affordable and simple to enroll. Get to know the coverages.

Personal Liability Coverage

Protection in the event of accidental damage you may cause to the rental property, the property of others, and bodily injury to others. This coverage meets your minimum lease requirement*.



Legal Defense



Medical Payments
to Others



First Aid or
Claim Expenses



Damage to Others'
Property

Contents Coverage

Coverage for personal belongings, anywhere in the world, for loss due to**



Water or Weight of
Ice/Snow/Sleet



Fire, Smoke,
or Explosions



Lightning,
Windstorm, or Hail



Artificial Electrical
Current



Forced-Entry
Theft or Vandalism



Falling
Objects

Additional Living Expense Coverage



*If your lease requires an active renters insurance policy with liability coverage.

**See policy for details.

Enroll Today!

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Satellite Dishes, Antennas, Internet, Cable & Phone

Unless otherwise stated in your lease agreement, residents are responsible for all costs associated with setting up any desired communication services. Units are typically pre-wired with phone and cable lines to one or more centralized access points. A resident may have additional access points installed in a professional manner at their expense subject to the restrictions of the following policies.

POLICIES:

- **SAFETY** - Residents are responsible for maintaining a safe living environment inside of their home. Improperly installed cable wires can pose tripping hazards for residents and their guests. Cable wires cannot run along the flooring from room to room, across doorways or hallways. Existing residents should periodically assess their apartment for exposed wiring that creates a tripping hazard and take immediate corrective action. Any allowed installation must comply with all applicable ordinances, laws, and all reasonable safety standards and cannot block or impede a **required** means of ingress or egress (e.g. an exterior doorway or window included as part of the building's fire safety plan). Residents are encouraged to utilize over the air broadcast, cable providers or internet streaming services for television needs.
- **SERVICE & DEVICE INSTALLATION** -
 - Resident shall provide written notice to management of the installation of any dish or antenna permitted under these policies within ten (10) days of such installation.
 - **Interior** dishes/antennas and other over the air reception devices (hereafter "dishes/antennas") are allowed if they are installed in accordance with these policies.
 - **Exterior** dishes/antennas are allowed on balconies and other Federal Communications Commission ("FCC") approved areas that are under the exclusive use and control of the resident. "Exclusive Use" refers to an area that the resident and the resident's guests may enter and use to the exclusion of other residents and is included in the resident's leased premises. If the area is shared with other residents, it is not considered to be an exclusive use area. For example a front or rear porch that is shared with a neighbor is not an exclusive use area and a dish/antenna cannot be installed in this location. If the property design does not include exclusive use balconies with or other FCC approved areas that are under the exclusive use and control of the resident, then exterior dishes are prohibited.
 - When a dish/antenna is installed on a balcony, cable connectors that are flat and designed to pass through windows & doorways are permissible at doors and windows located on the balcony as long as the cable does not create a tripping hazard or prevent ingress or egress through fire exit doors or windows or damage windows or doors.
 - **COMMON AREAS** - Resident owned satellite dishes/antennas and other over the air reception devices are prohibited from being installed in, or extended into, common areas that are not under the resident's exclusive use and control.
 - **GENERAL** -
 - Where possible, in compliance with these policies and where a quality signal for the installed dish/antenna can be received, residents should install dishes/antennas on the rear balcony or porch of their leased premises where it will not be visible from rights-of-way or members of the public. To the extent resident does not have an area of exclusive use or cannot obtain a quality signal in such locations, installation in an area of exclusive use visible from rights-of-way or members of the public is permitted subject to compliance with these policies.
 - Residents are not allowed to drill holes in exterior walls, floors, balconies, roofs, concrete, or other portions of the building components.
 - No resident owned dish/antenna can be attached to any exterior building component by any means or placed in a common area.
 - Cables and wires, or any other portion of the dish/antenna, may not extend into common areas beyond the resident's area(s) of exclusive use.
 - Where allowed, satellite dishes and antennas designed to transmit or receive video programs can be no larger than 1 meter (39.37 inches) in diameter.
 - Where allowed, dishes/antennas may **NOT** protrude beyond the vertical and horizontal space that is leased to you for your exclusive use. For example, dishes/antennas installed on a balcony cannot protrude past or over the railings.
 - Where allowed, **ONLY** mounts that are installed in a professional manner may be utilized. Mounts cannot impede the safe operation of any door or window used for exterior ingress or egress from the leased premises.
 - Residents have the sole responsibility for upkeep and maintenance for any allowed dish/antenna and all related equipment.
- **DAMAGES & POLICY VIOLATIONS** - Resident will be charged for the removal of dishes/antennas installed in violation of this policy to the extent consistent with FCC regulations. Management reserves the right to remove and dispose of devices including dishes and wiring that are located within areas not under the exclusive use or control of the resident and/or unauthorized by these policies or FCC regulations. Management is not responsible for service interruption caused by the removal of improperly installed cables, wiring, dishes, antenna, or other reception devices.
- **CENTRALIZED DISHES** - Management reserves the right but is not obligated to install a centrally placed antenna or satellite dish for use by all tenants, so long as doing so does not impose unreasonable delay, unreasonable expense, or preclude reception of an acceptable quality signal, including a particular programming service chosen by the viewer. If a central dish/antenna is provided, no other exterior devices will be allowed.
- **INSURANCE** - Resident accepts any and all risks inherent in installing or maintaining any cable wires/dishes/antennas installed, or caused to be installed, by resident. You agree to also indemnify and hold the landlord harmless for any damages or injury to any person or chattel caused by the use or installation of any interior cable wires/dish/antenna.

REVISED 3/08/2021 and distributed to all residents

Exercise Room Safety Policy

This article's main purpose is to assure your safety, so that you get the most out of your workouts while avoiding injuries and/or other complications. It is imperative that you understand and adhere to each of the following safety precautions.

- If provided, exercise equipment can be utilized by residents **AT THEIR OWN RISK**.
- Residents and Guests should be aware of their personal fitness limits. Use of fitness equipment and exercise may be strenuous. Exercise at your own level and pace.
- Residents and their guests shall not bring any food into the exercise room at any time.
- Beverages consumed during workout must be in a container with a lid. Residents must clean any spills immediately.
- No alcoholic beverages shall be permitted in the exercise room at any time. Working out under the influence of alcohol or other impairing substances is strictly prohibited.
- Residents should wear proper attire. When using the exercise equipment, resident and guests must wear appropriate attire inclusive of shirt or top, shorts and/or pants, and appropriate shoes. No bare feet are allowed in the exercise room.
- Smoking is not permitted in the entire building.
- Residents/Guardians should use parental judgment and provide necessary supervision when allowing minors to utilize exercise equipment.
- Resident and guests may not display actions that the staff deems unsportsmanlike or rude, or misuse, move or alter any portion of the exercise room environment or property. Equipment must be handled with care; any abuse will result in loss of privileges to utilize this equipment.
- Equipment should be returned to their proper place after use. Doors shall not be propped open.
- No abusive, offensive, foul or provocative language is allowed. Respect other residents and guests.
- Residents should inspect equipment prior to each use. Please immediately report damage to the on-site manager and discontinue use of damaged equipment.

Safety Precautions and Basic Gym Safety

- Get a complete physical checkup before you start a strength-training program. You might have to modify or avoid weightlifting if you have muscle or joint problems, seizure disorders, heart disease, high blood pressure, previous injuries or any other physical condition with potential for danger.
- Be sure to always integrate warm-ups, stretching, and cooling- down into your program. This will reduce your risk of injury by increasing your blood flow and prepping your muscles for the work they are about to do. Using the proper lifting form is important not only to work your muscles correctly, but also to prevent injury. Always do your exercises through a full range of motion in a slow, controlled manner.
- When beginning a new weightlifting program--or any time you try a new exercise--always start out using light weights. It is far better to start out too light than too heavy. Choose a weight that you are sure is light and do a warm-up set of 15 repetitions, while perfecting the correct lifting technique. If the weight is too easy for 10 to 12 reps--in keeping with your goals--add a little more weight and gradually increase that weight within the next few weeks.
- Going to total muscle fatigue with a challenging weight is not useful objective in your first few weeks. When trying a new lift or starting a new routine, the objective is to practice and perfect your technique, and to learn how to concentrate on the muscle you are exercising.
- Proper breathing is essential in weightlifting. If you hold your breath while lifting a weight, you run the risk of raising your blood pressure and starving your brain of oxygen. You should try to exhale during the "positive," or main exertion phase, and inhale during the "negative," the phase in which you resist and come back slowly. If this becomes too confusing or takes away from your concentration on the lift, don't worry about it--just remember to breathe.

Exercise Room Safety Policy - CONTINUED

- **Do not leave equipment lying around the exercise room where someone could trip over it.** Always use the collars that prevent weights from falling off the barbells. Be sure to keep your hands away from the chains, cams, pulleys, and weight plates of exercise machines when they are in use. Also, when selecting the weight for a machine exercise, be sure to push the pin in all the way. Be sure to wear a weightlifting belt on exercises that place stress on your lower back, such as bent-over lifts like squats, or barbell rows.
- Consider having a spotter. Having a spotter is important not only for safety reasons but also for performance enhancement. Few things work as well as a conscientious, knowledgeable spotter or workout partner who demands proper technique and full effort on every exercise set and repetition. An effective spotter gives encouragement, technique, feedback, and just enough assistance to permit completion of that final difficult repetition. No matter what your goal reps are, each set should end with the last repetition being challenging; you should try to go to muscle fatigue. Given this goal, there is always the chance that when trying for a final repetition, you just can't do it all on your own. This is where your spotter comes in--helping you just barely finish that last rep and assuring you of your safety.
- If you do not have a workout partner at first, we strongly recommend trying to find someone with similar goals and interests to work out with you. This will not only help assure safety and motivation, it will also help you make it to the gym more often. Be sure you and your spotter have a plan so that each of you knows exactly what the other will do in case you need assistance.
- It is also important that you know how to correctly spot someone to assure his or her safety. When spotting someone, always be prepared to give a little assistance when they reach muscle fatigue (cannot complete the rep on their own). You don't want to help so much that the rep becomes easy for them to complete--give just enough assistance so that they can complete the set, but it is still challenging for them. Also, only provide assistance on the positive phase (the part that requires the pushing or pulling motion). Still have your hands ready to help, but don't help with the negative phase (the part where you resist the weights force)--the lifter should try to slowly resist the force of the weight all on his/her own.
- When spotting someone who is using a barbell, be sure to use two hands and provide assistance evenly on the bar so you don't throw off their balance or favor one side more than the other.
- When spotting someone who is using a dumbbell, be sure to provide assistance in the same place for both hands and the same amount of assistance on each side.
- When spotting someone who is using a machine provide assistance underneath the weight--be sure to move hands on the negative phase (down phase with resistance) not only to promote effective results for the lifter but also to assure your safety.
- Strength training provides many important benefits that cannot be achieved by any other exercise or activity. However, when enjoying this great form of exercise, be sure to adhere to these precautions so that your program is not only effective, but safe as well.

Good luck! We hope you enjoy all the wonderful benefits of a safe and effective strength training program. Management reserves the right to change posted hours of operation and ban any resident or guest for violating any of these rules.

Parking Policy

- Parking spaces are typically provided on a first come first serve basis.
- Vehicles without proper registration, abandoned vehicles or vehicles which have obvious mechanical defects, such as flat tires, leaking fluids, etc. shall not be permitted in the parking lots. Residents may be charged to clean up fluids from the parking area.
- Parking is only allowed in designated areas. No parking on the grass is allowed.

Price List

Locks & Keys

Exterior Lock/Deadbolt	\$50.00
Mailbox Key	\$10.00
Mailbox Lock	\$25.00
Doorknob	\$35.00
Apartment Key	\$10.00

Bathroom

Toilet seat	\$30.00
Bath towel rack	\$30.00
Bath/Shower rod	\$40.00
Medicine cabinet	\$75.00
Toilet	Invoice plus labor
Plumbing costs (including removing toys or foreign items from sewer line)	Invoice plus labor

Windows & Light Fixtures

Window	Invoice plus labor
Storm door glass	Invoice plus labor
Back door glass	Invoice plus labor
Light globe	Invoice plus labor
Lightbulb	\$8.00
Appliance bulb	\$10.00
Fluorescent bulb	\$10.00
Smoke detector	\$50.00
Blinds	Invoice plus labor
Screens	Invoice plus labor

Kitchen

Refrigerator	Invoice price
Stove	Invoice price
Range hood	Invoice price
Refrigerator crisper cover	Invoice price
Refrigerator shelf	Invoice price
Stove Ring/Drip Pan	\$10.00 each
Countertop	Invoice plus labor

Floors & Doors

Closet door	Invoice plus labor
Front door	Invoice plus labor
Storm door	Invoice plus labor
Door jam and trim	Invoice plus labor
Interior door	Invoice plus labor
Exterior door	Invoice plus labor
Flooring	Invoice plus labor
Door paint and labor	Invoice plus labor

Special Charges

Open locked door	
Office hours	\$15.00
After hours	\$50.00
Trash	
Pick up around dumpster/building	\$25 minimum
Furniture removal	Invoice plus labor
Wall hole	
Large	\$25 minimum
Small (finger size)	\$10 minimum
Nail holes (excessive)	Invoice plus labor
In-house labor (PPM Employee)	\$30.00 per hour
Contract labor	Invoice price

Resident(s) hereby acknowledges and understands they will be charged for damages to the apartment, common areas, and grounds that are caused by carelessness, misuse, or neglect on the part of the tenant, household members or visitors. The resident is obligated to reimburse the property for damages within 30 days after the tenant receives a bill from the owner. These bills will be limited to actual and reasonable costs incurred by the property for repairing any damages. The list of charges above is not all inclusive and is subject to increase with inflation. Residents will be charged for any damages such as leaking oil in the parking lots, repairs for driving or parking on any part of the lawn, improperly disposing of trash/furniture, cleaning HVAC duct work if found violating the smoking policy, and any other damage identified during their tenancy. Any damages not listed above will be billed at a rate to include invoice cost, plus materials, plus any associated labor. No alterations or modifications to the apartment or common areas can be made without the written consent of the landlord.



PARTNERSHIP

PROPERTY // MANAGEMENT



FAIR HOUSING IS THE LAW

Partnership Property Management

is committed to the letter and spirit of the Fair Housing Act, which among other things, prohibits discrimination against persons with disabilities. In accordance with our statutory responsibilities and management policies, we will make reasonable accommodations in our rules, policies, and practices when such accommodation may be necessary to afford persons with disabilities an equal opportunity to use and enjoy their housing communities. Please see your Site Manager if you would like to request such an accommodation, or contact our 504 Coordinator at the address or number listed below.

Hostile Environment & Sexual Harassment

All employees are expected to treat prospective and current residents politely, professionally and equally. All residents and guests are expected to treat the staff, other residents, and their guests politely, professionally and equally. Partnership Property Management will not tolerate residents or guests of residents, who interfere, coerce, intimidate, harass, or threaten any resident in the exercise or enjoyment of their apartment.

U. S. Department of Housing and Urban Development



EQUAL HOUSING
OPPORTUNITY

We Do Business in Accordance With the Federal Fair
Housing Law

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or
residential lots

In the provision of real estate
brokerage services

In advertising the sale or rental
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

Anyone who feels he or she has been
discriminated against may file a complaint of
housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410

Previous editions are obsolete

Form HUD-928.1 (8/2011)

We at **Partnership Property Management** are glad you have chosen us for your housing needs. We value your tenancy and are committed to treating you politely, professionally, and equally, giving you the courtesy and respect you deserve. If you ever feel we are not living up to that commitment, please contact our 504 Coordinator to discuss how we can better serve you.

Call: 336-544-2300

**Or write to: P.O. Box 26405 Greensboro, NC
27404**



Equal Housing Opportunity



Language Assistance Plan For Individuals with Limited English Proficiency

LANGUAGE ASSISTANCE PLAN (LAP) FOR INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Partnership Property Management has taken steps to ensure that all individuals have meaningful access to the housing services provided. A Language Assistance Plan (LAP) has been developed to identify those individuals who may have Limited English Proficiency (LEP) along with steps that have been taken, that are being taken, and that will be taken in order to assist those individuals.

Telecommunication Relay Services (TRS) permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without disabilities. Dial 711 to be automatically connected to a TRS operator. By dialing 711 both voice and TRS users can initiate a call from any telephone anywhere in the US and the service is free. Our office accepts 711 phone calls. In addition to the TRS service, Partnership Property Management has an established relationship with vendors who provide 24/7/365 interpretation services in over 240 different languages. LAP manuals are available at each office location with details concerning the 4-factor analysis and step by step instructions for staff use.

REPORT CONCERNS

Direct all inquiries concerning our housing practices to our Director of Fair Housing at (336) 544-2300 or write to us at PO Box 26405, Greensboro, NC 27404, Attention: Director of Fair Housing. You may also email us at fairhousing@partnershippm.com.

INFORMAR PREOCUPACIONES

Dirija todas las consultas relacionadas con nuestras prácticas de vivienda a nuestro Director de Vivienda Justa al (336) 544-2300 o escribanos a P.O. Box 26405, Greensboro, NC 27404, Atención: Director de Vivienda Justa. También puede enviarnos un correo electrónico a fairhousing@partnershippm.com.

ENGLISH

“Free interpreter service is available (provided) for your convenience if you need”

SPANISH

Provee servicio de interpretes gratis si los solicita para tratar sus asuntos.

RUSSIAN

«Бесплатный сервис переводчиков доступен (предоставляется) для вашего удобства»

UKRAINIAN

"Безкоштовна послуга перекладача доступна (надається) для вашої зручності, якщо вам потрібно"

CHINESE

“如果需要，可以提供（提供）免费的口译服务，以方便您”

“Rúguǒ xūyào, kěyǐ tígōng (tígōng) miǎnfèi de kǒuyì fúwù, yǐ fāngbiàn nín”

Violence Against Women Act (VAWA)



PARTNERSHIP
PROPERTY // MANAGEMENT



EQUAL HOUSING OPPORTUNITY

VAWA – CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

VIOLENCE AGAINST WOMEN ACT

Purpose of Form: The Violence Against Women Act (“VAWA”) ¹ protects applicants, tenants, and program participants in certain HUD, RD, LIHTC, and HOME programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider², your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

(for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Violence Against Women Act (VAWA) continued

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. Date the written request is received by victim: _____
2. Name of victim: _____
3. Your name (If different from victim's): _____
4. Name(s) of other family member(s) listed on the lease: _____
5. Residence of victim: _____
6. Name of the accused perpetrator (if known and can be safely disclosed): _____
7. Relationship of the accused perpetrator to the victim: _____
8. Date(s) and times(s) of incident(s) (if known): _____
9. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____

Sign on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



Fire Extinguishers

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

Three things must be present at the same time to produce fire:

1. Enough oxygen to sustain combustion.
 2. Enough heat to reach ignition temperature.
 3. Some fuel or combustible material.
- Together, they produce the chemical reaction that is fire. Take away any of these things and the fire will be extinguished.

Classification of Fuels

Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.



Class A-Wood, Paper, Cloth, Trash, Plastics, Natural Products

Solid combustible materials that are not metals. (Class A fires generally leave an ash.)



Class B-Flammable Liquids: Gasoline, Oil, Grease, Acetone

Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that boil or bubble.)



Class C-Electrical: Energized Electrical Equipment

As long as it is "plugged in" it would be considered a Class C fire. (Class C fires generally deal with electrical current.)

Class D-Metals: Potassium, Sodium, Aluminum, Magnesium

Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

Types of Fire Extinguishers - Dry Chemical Extinguishers (The Most Common Type of Extinguisher)

Dry Chemical Extinguishers come in a variety of types. You may see them labeled "DC" (dry chem.), ABC, indicating that they are designed to extinguish class A, B and C fires, or BC, indicating that they are designed to extinguish class B and C fires.

Note: Partnership Property Management does not under any circumstances expect or require you to fight a fire. Our recommendation to you is to exit the building through the nearest exit if you are inside and then call 911.

How to Use a Fire Extinguisher - It's easy to remember how to use a fire extinguisher, if you can remember the acronym PASS, which stands for:

P

ull the pin.

This will allow you to discharge the extinguisher. Be sure to stand back six to ten feet from the fire.

A

im at the base of the fire.

If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.

S

queeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

S

weep from side to side

until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Cooking & Fire Prevention

Cooking is often a relaxing and fun task that brings family and friends together, but cooking is also the number one cause of home fires and home injuries. Being mindful while you cook, however, can go a long way to helping prevent these fires. Here are a few things you need to know about cooking safely:

Cooking Fire Safety Facts

- Unattended cooking is the leading factor in home cooking fires.
- Ranges account for the largest share of home cooking fire incidents.
- Frying poses the greatest risk of fire.
- Thanksgiving is the peak day for home cooking fires.

Cooking Fire Safety Tips

- Be on Alert! If you are tired or under the influence, do not use the stove or oven.
- Don't leave the stove unattended when in use.
- Use a timer to remind you when food should be finished.
- Keep anything that could catch fire – oven mitts, wooden utensils, food packaging, towels, etc. away from your stove top.
- Always check the oven to ensure it is empty before pre-heating.
- Keep a pan lid or cookie sheet nearby to cover the pan if it catches on fire.
- Keep articles of clothing such as loose sleeves, shirts, etc. away from hot burners.
- Don't overfill pot/pans.
- Keep your oven and stovetop clean and free of grease spills and food debris.
- Some stove tops may be equipped with "Burner Safety Elements" or "Smart Burners" which are both designed to help prevent cooking fires, but these devices are not a substitute for proper cooking precautions.
- Program requirements prohibit the use of aluminum foil in stove top drip pans or inside ovens. Aluminum foil and similar products can create a fire hazard and are not allowed.

General Fire Prevention Tips

- Don't store combustible items in unit. These items include charcoal lighter fluid, Match Light style charcoal, kerosene, propane, gasoline, or other flammable products.
- Avoid candles when possible and never leave candles unattended.
- Use surge protectors.
- Don't overload or piggyback surge protectors or outlets.
- Clean your dryer lint trap before each use.
- Store lighters and matches out of the reach of children and other irresponsible individuals.

Grills

Grilling out is a great way to enjoy the outdoors. Unfortunately it is also a fire and safety hazard that is heavily regulated within an apartment community.

- Gas grills are strictly prohibited on all properties due to the fire code not allowing propane to be stored.
- Charcoal grills are also prohibited on some properties. Please refer to your lease to determine if any grills are allowed. Charcoal lighter fluid and Match Light style charcoal cannot be stored at an apartment community.
- If allowed, charcoal or electric grills must be a minimum of 10 feet away from the building when in use.
- Charcoal should be allowed to cool completely before being disposed of in the dumpster.
- Grills cannot be stored in the yard or inside of your apartment.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

E-SCOOTER AND E-BIKE SAFETY TIPS

Help Prevent Injuries and Fires from Lithium-ion Batteries

Residents can do their part to help prevent fires from electric scooters and bikes.

Increase prevention by following these recommended tips:

DO'S

- Always be present when charging devices using lithium-ion batteries.
- Only use the charger that came with your device.
- Only use an approved replacement battery pack.
- Follow the manufacturer's instructions for proper charging and unplug the device when done.



DONT'S

- Never charge while sleeping.
- Never use these devices with a battery pack that has been modified/reworked by unqualified personnel or with repurposed or used cells.
- Never throw lithium batteries into the trash or general recycling. Instead, take them to your local battery recycler or hazardous waste collection center



PARTNERSHIP

PROPERTY // MANAGEMENT

SMARTBURNER™
LOOK SMART. COOK SMART. SAVE SMART.



Conventional Technology



SmartBurner Technology



General Information:

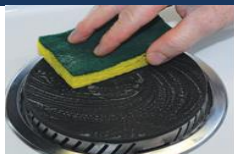
- According to the National Fire Protection Association (NFPA), cooking fires are the number one cause of fires in homes and apartments accounting for around 67% of the total fires
- SmartBurner™ uses temperature limiting control technology to limit the temperature of the burner. This technology helps prevent oils, foods, and other items left on the hot burner from auto igniting into a fire.
- Although SmartBurner™ limits the high end temperature, it still delivers more than enough heat to boil water (212F) and to cook every-day foods effectively and efficiently.
- Temperature limiting technology saves on energy consumption and lowers your electric bill.
- SmartBurners™ are designed to HELP prevent fires, but are not a failsafe device. Common sense cooking practices should be observed at all time. Do not leave items unattended on the stove.

Cooking:

- The cast iron plate should not get “glowing red” like a regular coil. Water will take about 10% longer (Approx. 1-2 minutes) to boil than it does on a regular coil. If you notice a SmartBurner™ glowing red, the burner may be defective and **you should immediately report the issue by submitting a maintenance service request.**
- To maximize cooking performance follow these simple tips:
 - Use pots and pans with flat bottoms
 - Use aluminum or stainless steel cookware
 - Use a lid when boiling water and when cooking other foods
- **NEVER LEAVE GREASE OR FOOD UNATTENDED WHILE COOKING**
- To learn more about these easy to follow tips please visit www.pioneeringtech.com to review the document “Getting the Most from Your SmartBurner™”.

Care and Use:

- **ALWAYS** ensure the burner is cool before attempting to clean it.
- **NEVER** immerse or soak the burner in water.
- STEP 1: Use mild dish soap, a SOFT sponge with a green scrub pad on one side, and warm/hot water when cleaning your smart burners. Clean the SmartBurner™ by rubbing firmly in a circular motion.
- STEP 2: Rinse the sponge thoroughly and wipe the SmartBurner™ plate to remove dirt and excess soap.
- STEP 3: Dry the damp SmartBurner™ plate with a paper towel or dry soft cloth. The SmartBurner™ surface is now clean and ready to use.
- STEP 4: The stainless steel rings can easily be removed from the burner for cleaning.



NEVER LEAVE FOOD OR GREASE UNATTENDED ON/IN A HOT STOVE/OVEN

Smoke Detectors & Carbon Monoxide Detectors

Smoke Detectors are a valuable safety device designed to save lives in the event of a fire by warning occupants of excessive smoke in the apartment. All apartments are equipped with one or more smoke detectors.

Carbon Monoxide Detectors (“CO”) are installed in apartments that are equipped with natural gas/propane burning appliances, water heaters, or furnaces. CO detectors may also be installed in apartments with attached garages. CO detectors alert residents of the presence of carbon monoxide which is a colorless and odorless gas that can cause serious and potentially life threatening health effects.

To help prevent carbon monoxide exposure, kerosene, propane, and other fossil fuel burning space heaters are STRICTLY PROHIBITED. Electric space heaters are also highly discouraged.

Partnership Property Management periodically tests smoke and CO detectors. Additionally, residents are also required to periodically inspect their own smoke & CO detectors to ensure they are operating properly. Tenants are prohibited from removing batteries from these life saving devices. Residents are responsible for replacing batteries in smoke and CO detectors. If a detector begins to beep, please complete a Request for Maintenance form immediately and our maintenance team will address your concerns as expeditiously as possible.

Call for Aid – Pull Stations



Some apartments may be equipped with “Call for Aid” pull stations. These pull strings only activate a local bell and flashing light on the exterior of the apartment. The hope is that a neighbor will hear or see the signal for assistance and contact the appropriate agency (police, fire, or rescue) or alert the on-site management team. These pull stations are not tied into any system that automatically alerts emergency services.

These important devices should not be blocked by furniture. Also, the cords for these devices cannot be taped up, tied up, or otherwise restricted. Cords must reach down to the baseboard along the floor in the event a resident or guest falls and is unable to reach up to access the call for aid switch.

Blocked Windows and Other Means of Egress

Each living area in an apartment must provide for two independent emergency escape routes to the outside, or “means of egress.”

- For the living rooms, dining rooms and the kitchens, the emergency exit is any combination of the front door, back door, patio door or a bedroom window.
- For bedrooms, the bedroom door and a window must serve as the two means of egress. Only one window needs to comply for each bedroom.
- If furniture is blocking a means of egress, it is a life-threatening/health and safety violation and will be considered a lease violation. For properties with state or federal assistance, a blocked egress is also considered a program violation.

Mold, Mildew, and Moisture Prevention

Molds are part of the natural environment that we are all exposed to every day. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves or dead trees. There are many different types of mold spores in the environment and not all of these mold spores pose health concerns. Since mold spores are naturally occurring, there is no practical way to eliminate all molds and mold spores in the indoor environment; the way to control indoor mold growth is to control moisture. Molds cannot grow without moisture. Please review the following tips to help prevent mold, mildew and moisture in your home:

- Maintaining a constant temperature inside your home by always running your heating/air conditioning unit can help prevent moisture issues. Your air conditioning unit is designed to reduce natural humidity in the air inside your home. Not running your heating/air conditioning unit is a violation of your lease and may be grounds for lease termination.
- Excessive cooking can increase humidity level inside your home. Always utilize the fan on your range hood when cooking.
- Showering also increases the humidity level inside your home. Always run the bathroom exhaust fan when showering and for 5-10 minutes after the shower is turned off.
- Clothes dryers that are not properly vented can also introduce excessive moisture back into the indoor air. We recommend using a semi-ridged aluminum dryer venting duct. Do NOT use vinyl style vents as these can melt easily and pose a fire hazard.
- Do not hang wet clothes inside and allow them to air dry as this also introduces excessive moisture into the indoor air.
- Report any leaks, drips, ceiling staining, or other potential water intrusions issues immediately to the on-site management/maintenance team.
- Windows are a location where residents may see mildew buildup from time to time. Residents are responsible for cleaning their windows to help prevent this. Opening your blinds and allowing natural sunlight to come into your home is also beneficial in helping to eliminate mold & mildew.
- Leaving your windows open constantly can allow exterior humidity to enter your home causing issues. We would recommend only opening windows during nice weather for short periods of time.
- Since mold is a part of the natural decaying process, residents will inadvertently bring mold into their homes on live plants. An excessive number of live potted plants can be a source for increased moisture as well as increased mold spores. We recommend a minimal number of indoor plants.
- Fish tanks and aquariums are typically not allowed. Open water sources such as aquariums can create a mold issue in a very short amount of time.
- In order to reduce the potential for water intrusion, water beds are typically not allowed.
- Residents should inspect under each sink, behind washing machines, and around other water sources regularly and report any suspected leak immediately to the on-site management/maintenance team.

For further information on Mold, Mildew, and Moisture in your home, please visit:

<https://www.epa.gov/mold/brief-guide-mold-moisture-and-your-home>

Grease Disposal & Plumbing Issues

Sewer line backups can create a mess inside your home. Preventing sewer line backups requires each resident to be knowledgeable about what not to dump or flush down the drains.

- Never dump cooking oils down the sink as these oils solidify and clog up drain lines. Cooking oils should be allowed to cool before being poured into a container and placed in the dumpster or trash receptacles.
- Never dispose of cooking oils in the yard, mulch, or woods around the property.
- Never flush sanitary items such as tampons, diapers, paper towels, feminine pads, wipes, rags, etc. down the toilet.

Partnership Property Management Disclosures & Safety Acknowledgement

Partnership Property Management is concerned for your safety. While we cannot control every aspect of your home, we do feel it necessary to share with you some guidelines that might help you while you live with us. We want to make you aware of the following and let you know that if you ever have a concern for your safety or wellbeing, we want to be informed immediately so that we might assist you with your problem.

DISCLOSURES: - Asbestos, Radon, & Lead Based Paint

- Your property may have been tested for the presence of an environmental issue. If you wish to review any of these reports, please visit the site office and ask to review the "Environmental Notebook".

NOTE TO RESIDENTS

- Much of the information contained herein was furnished by the Institute of Real Estate Management and HUD.
- It is not the intent of IREM or Partnership Property Management to imply that anyone will be totally safe, or will not be a victim of crime, if they review and follow these guidelines and suggestions.
- If you disagree with any item or items included in our notes and newsletter, then use your own common sense to determine what is best for you and your family.

Thank you!

Partnership Property Management

Partnership Property Management

Asbestos General Information & Disclosure

Asbestos is a common building material that may have been used in many buildings constructed prior to the mid 1980's. Some building products such as floor tile are still manufactured and sold today that contains asbestos.

The US EPA has determined that the mere presence of asbestos materials does not pose a health risk to residents or employees, and that such materials are safe as long as they are not disturbed or dislodged in a manner that causes the asbestos fiber to be released. Sanding, scraping, pounding, and other remodeling techniques that release dust may cause asbestos particles to become airborne.

EPA rules do not require the material to be removed. Federal law requires that reasonable precautions are taken to minimize the chance of damage or disturbance of asbestos containing materials.

This is a "warning" that the leased premises may contain asbestos and may expose occupants, workers, and/ or visitors to a chemical known to cause cancer. No improvements, alterations, modifications, or repairs to the premises shall be made without the express approval of the Landlord. This approval will depend upon a reasonable safe practice plan of protection from the release of or exposure to asbestos.

Tenants may hang only pictures and other wall ornaments with hangers that are less than one forth inch in diameter. Tenants will notify Landlord immediately where there exists a hole larger than one forth inch, evidence of a water leak, and/or any appearance of crumbling or peeling of the wallboard, ceiling, or floor tiles.

Tenant shall not sand, saw, or otherwise disturb any surface such as textured ceilings, drywall, or floor tiles where asbestos is commonly found. All unit alterations require landlord approval prior to any work being performed.

Radon General Information & Disclosure

What is Radon?

Radon is a naturally occurring colorless, odorless, radioactive gas found in most soils and rock. It is caused by the normal decomposition of uranium, releasing radium atoms that emit alpha particles into the air we breathe. It is everywhere; no state is exempt. Outdoors, the concentration is so nominal that its impact on human health is negligible. However, in confined quarters, high levels of radon can be problematic. When we breathe, we inhale the radioactive alpha particles that can then lodge in our lungs.

Radon is typically more prevalent in mountainous regions. If testing was conducted and it was determined that elevated levels of radon were present, mitigation efforts have been taken including the installation of radon ventilation fans. This low voltage fan ensures that there is ample air circulation to abate elevated levels of radon and eliminate any long term effects of radon on you and any family members.

If you wish to obtain additional information, the EPA has published a booklet on radon entitled Home Buyer's and Seller's Guide to Radon. A national hotline for radon is 1-800-SOS-RADON.

Lead Based Paint General Information & Disclosure

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

Adults and Children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturbs painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces and other places.
- Eat paint chips or soil that contains lead.
- Lead is especially dangerous to children under the age of 6.
- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. The objects can have lead dust on them.
- Children should not be allowed to chew on painted surfaces inside the apartment such as window seals & door casings.
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead during fetal development.

Additional information can be found by visiting:

https://www.hud.gov/program_offices/healthy_homes/enforcement/disclosure

SLIPS, TRIPS, & FALLS CAN BE PREVENTED

A slip, trip or fall can lead to serious injuries and can change your life forever. Slips happen when there isn't enough friction or traction between your feet and the surface you're walking on. Trips happen when your foot strikes an object, causing you to lose your balance. Please review the following tips to help prevent a potentially painful accident:

- Be aware of your surroundings using caution with each step you take. Uneven walking surfaces are a leading cause of trips and falls.
- Don't use uneven or curling floor mats inside your home.
- Keep your apartment neat, clean & clutter free. Don't leave dirty laundry or other items lying around on the floor. Clean up spills, debris, toys, etc. as quickly as possible.
- Used designated sidewalks and avoid walking through the yard, shrub beds, natural areas and other areas not designated for pedestrian usage.
- Use caution when walking through a vehicular parking area or driveway.
- Be watchful for uneven asphalt, concrete, etc.
- Use a flashlight in dark environments to ensure you have adequate lighting.
- If work is being performed on or around your apartment, avoid the work area if possible and be attentive for tools, drop cords, and other equipment that is being used.
- In wet or icy weather, avoid going outside when possible. If going outside is unavoidable, ensure you are wearing shoes with proper soles for the condition. Always take your time when walking in wet or icy conditions.
- **Never use salt on icy sidewalks or steps** as salt can severely damage the surface. Sand or kitty litter will typically add some traction to icy surfaces, but it is best to avoid icy surfaces if possible.
- Utilize handrails when available, especially when walking up and down steps or ramps.

We care about our resident's safety. If you observe any unsafe environment in or around your apartment, please notify your Site Manager immediately or complete a Maintenance Service Request so we can assess the situation and take proper action.

Trash Disposal

Garbage disposal refuse containers are provided for your convenience. Removing garbage from your apartment promptly can help reduce odors and pest infestations. Below are a few notes to remember when disposing of your garbage:

- All garbage should be bagged and placed in the dumpster or other provided refuse containers. Do not pile garbage on top or around the dumpster.
- Garbage should not be placed on porches or in breezeways temporarily. Unattended bags of trash left on porches or in breezeways will be disposed of and the resident's account will be assessed a convenience fee.
- When discarding large empty boxes, please break your boxes down flat to allow for more room in the dumpster.
- Cooking grease should be allowed to cool and placed in a disposable container before being placed in the dumpster. Grease should never be poured down the sink.
- Disposing of bulky items, furniture, mattresses, etc. in or around the dumpster area is not allowed. In most municipalities, curbside furniture pick up is also not allowed. Residents should make arrangements to take bulky items to the local landfill.
- Hot charcoal should not be disposed of in the dumpster or other refuse containers.
- Please close the dumpster doors after disposing of your trash to prevent animals from scavenging.
- If one dumpster or refuse container is full, please use one of the other dumpsters or containers.

Crime Notice And Safety Tips For Residents

Dear Residents:

The widespread prevalence and escalation of crime is the number one concern of many United States citizens today. Robberies, assaults, vandalism, crimes against children, and drug-related activities are occurring generally in every neighborhood. Partnership Property Management wants you personally and your apartment community to be aware of the growing escalation of crime. Please keep in mind a few general safety and security guidelines which may reduce your risk of becoming a victim of crime. **REDUCING THE OPPORTUNITY FOR CRIME IS CRIME PREVENTION.**

Crime is a problem from which no one is immune. Crimes can be prevented when residents of apartment communities work together and in partnership with law enforcement agencies, the community at large, and the property management company. Some basic facts are:

- Criminals are of all ages, races, sexes, and sizes, and have different motivations.
- Crime reduces the overall quality of life by threatening human dignity, wasting human potential, disrupting families, inflating taxes and prices, and causing loss of property.
- We are all victims of crime, either directly or indirectly.
- Most crimes are crimes of opportunity. If you eliminate the opportunity, you may avoid the crime.
- In order for a crime to happen, there must be both an offender and a victim. The offender must have the desire, ability, and opportunity to commit a crime. The chances of us affecting the offender's desire and ability are relatively small. Crime prevention, therefore, primarily focuses on opportunity.
- Opportunity is the element of crime upon which residents can have the most direct immediate impact. Offenders tend to attack victims and environments offering the easiest opportunity and least risk. If residents can take a few simple precautions, they can reduce the risk of their becoming a victim or exposing their communities to victimization. Knowing your neighbors and looking out for your neighbors greatly reduces the opportunity for crime.

There is a violent crime - murder, rape, robbery and aggravated assault - committed every 24.6 seconds and a property crime - burglary, theft, motor vehicle theft and arson - committed every 4.1 seconds. Clearly, crime has to be considered one of the most serious social problems of our time. Your awareness of crime in your local community and neighborhood can be greatly enhanced daily by talking with your neighbors, watching the nightly news on TV, and reading your local daily news. A crime-free apartment community is certainly a benefit to all of us. Our law enforcement officers cannot be everywhere at once to prevent crime. Neighbor must help neighbor, so that we have a force to protect ourselves, our property, and our loved ones.

At Partnership Property Management we would like to work together with you and your neighbors to make your apartment community as crime-free as possible. Please let us know if you would like to have a "meet your neighbor" party, or "meet your law enforcement officers" gathering, or arrange a safety and security presentation by your local police department. Please let us know about lighting, locks on windows and doors that do not function properly, suspicious activities, and known illegal activities that are taking place. We can't promise that we can prevent criminal activity involving you and your property, but we do know that if we work together and increase each other's awareness of property activities and conditions, we will make a difference in reducing the opportunity for crime.

Some Personal Safety Tips For Apartment Residents

If crime is prevalent in your area, particularly at night time, make sure that your doors and windows are locked. Be conscious of at least two cleared exit routes from your home. Notify your site management staff immediately if any of your locks are not functioning properly.

Let family, friends, and/or colleagues know where you are and when you will leave your apartment, and have them check on you regularly. Know your Site Manager and Maintenance Caretaker by name and appearance. Write our company and insist on meeting them if you feel uncomfortable.

Keep a set of keys within easy reach to be used as a weapon if necessary while in the parking lot. If chemical sprays are not illegal in your state, have in your pocket, pocketbook, or car a can of chemical spray that can temporarily incapacitate an attacker. Always read label instructions and know applicable laws regarding chemical spray.

If you are in the parking lot or in an area of the property with a stranger, and you feel uncomfortable, get away as soon as possible. If you are attacked, yell for help. Some residents attach whistles, or chemical spray containers to their car keys to be available in the event of such an attack.

If you use a public restroom or laundry room or office area, check to see if anyone is inside that makes you feel uncomfortable. Remember, you can always come back later if necessary.

If you know that you will be leaving or entering your apartment late, park your car under a light and ideally near your apartment when possible. Have someone walk you to your car if possible.

If you cannot be accompanied before entering or leaving a parking lot, have your keys in your hand and your purse or package securely tucked under your arm. Police officers suggest that as you approach your car, check to see if there is anyone underneath it, or in the back seat. After you enter your car, or exit, lock all the doors.

Make it a point to observe the lighting in your parking lot and around your apartment at night. If you feel the lighting is inadequate, write a note to your Site Manager and request additional or brighter lights for your parking lot and walkway areas. Also, use your front and back doorway lights, if available, for additional entrance and exit lighting. Insist that all lights in your breezeways and/or parking lot areas be maintained and function properly at all times.

Beware of unknown individuals who insist on coming into your apartment, and cannot properly identify themselves. A peephole should be used if available, and if uncomfortable, do not answer the door at all.

Reporting A Crime/Reporting Suspicious Activities

- Report **suspicious activities** to your Site Manager as often as they occur, and to the police if necessary.
- Report **non-emergency** crimes immediately to your local police department first, and then to your Site Manager.
- If you feel comfortable, talk to your neighbors about suspicious activities, and definitely let them know about crimes that have occurred at your apartment community, and in your neighborhood and town.
- **For emergencies**, if your area uses a 911 emergency calling system, the following are general tips on how to make a call. Contact your local police department for specific information. Call 911 only for emergencies, some of which are crimes in progress.

**IN CASE OF
EMERGENCY
Call 911**

- Offender still at the scene of the crime
- Injured people still at the scene of the crime
- For serious accident
- For fires
- Any circumstance in which it is apparent that an injury or accident is about to occur

**IN CASE OF
EMERGENCY
Call 911**

When you make this call, follow these procedures:

- Remain calm, speak slowly and clearly.
- Tell why you are calling and explain the type of emergency. For example, say, "I want to report a fire"; "I want to report a break-in". If a crime is occurring as you are calling, say it is "in progress".
- Give the address, give the exact location of the emergency, including street number, floor, apartment number or any other information such as name or whether it is front or rear entrance.
- Give your name and location. Dispatcher will request your name, but you do not have to give it when reporting a crime unless you are a victim of that crime.
- Give the phone number from where you are calling. While this helps police, it is not required when making a 911 call.
- Stay on the line. If your call requires fire department and/or ambulances, your call will be transferred. There will be a click-click-click sound when the transfer occurs. **DO NOT HANG UP.**
- When describing a vehicle to the police or the 911 dispatcher, use the following characteristics: color, year, make, type make, body type, license number including state, other identification - "attachments, damage, etc.", direction of travel if the vehicle is moving.



Tips For Child Safety

- Keep matches and lighters out of children's reach. Test your smoke detector often and talk with your children about the alarm and what to do if they hear it.
- Test the water before you put your child in the bathtub. Stay with your children while they are in the tub, and while the water is running. If you think the water in your apartment is too hot, ask your maintenance caretaker to reduce the temperature setting on your water heater.
- Keep all hot liquids and food out of children's reach.
- Store poisonous cleaners and medicine out of children's reach and post the number of your local poison control center near your phone. Keep syrup of ipecac in your apartment, but never give it to a child without first calling your poison control center.
- Keep small objects out of the reach of young children. Round and hard foods are especially hazardous for children under 4. Avoid giving them hot dogs, nuts, raisins, hard candies, raw carrots, grapes, and popcorn.
- Prevent falls in your apartment by never leaving babies alone on furniture; use safety gates on stairs; strap children into high chairs and strollers; and move furniture away from windows. Consider placing window guards on windows that do not lead to fire escapes.
- Buy bike helmets for you and your children and insist that they wear them every time they ride bikes. Set an example by wearing yours.
- Place children in safety seats or safety belts when they are riding in motor vehicles. Use infant or convertible seats for babies who weigh less than 20 pounds. Use a booster seat for children between 40 and 60 pounds and a safety belt for older children.
- Make sure that children under 8 do not cross the street by themselves. Most young children believe that if they can see a car approaching, the driver can see them. Children also think that cars can stop instantly.
- Practice crossing the street safely with your children.
- Report all loose and peeling paint surfaces to management. Do not let your children chew on painted surfaces, or eat paint chips. Eating paint may make your child ill, and some older painted surfaces may contain lead paint which is very dangerous when consumed.
- Place furniture and cribs away from mini-blind cords. Tie all cords up out of the reach of children. Take away all opportunities for your small children to play with ropes and cords that may accidentally become wrapped around their neck. Eliminate all loops at the end of your blind cords.

Playground Safety

If provided, a playground is a great place for children to play and enjoy the outdoors, but with any recreational activity, accidents can occur if proper supervision and other precautions are not observed. Please read and follow the following items and use general parental type precautions when allowing your children or guest to enjoy the playground area.

- Use of playground equipment and other site amenities is at your own discretion and risk.
- Parents/Guardians should inspect the playground prior to letting children play. Report any dangerous condition to the on-site manager immediately and discontinue use until the issue is resolved.
- Playgrounds are reserved for residents and their guests.
- Appropriate clothing and shoes are required at all times.
- Some playground equipment may be designed with age and weight limit restrictions that must be adhered to. Equipment should be used in the manner intended by the manufacturer and residents should comply with all posted labels, warnings, and signs.
- No rough playing, yelling, profanity, or rude/offensive/unsafe behavior permitted.
- Only one person per swing at a time is allowed.
- No jumping off elevated platforms or out of swings is allowed.
- No dangerous items, glass bottles, knives, or other sharp items such as ink pens, jewelry, etc. are allowed in the play area and no smoking in the play area is permitted.
- Slides are designed for use in a feet first position.

Hurricane Preparedness

Hurricanes and tropical storms can bring high winds, heavy rain, storm surge (rise in water level), flooding and tornadoes. Preparation before a large and potentially dangerous hurricane makes landfall, can prevent significant damage and help keep you and your household safe. Below are some useful resources and a hurricane survival checklist that can be utilized by residents to help them prepare.



What to Do: Before



Make Plans to Stay Safe

Determine your best protection from high winds and flooding. Have a plan to evacuate and a plan to shelter safely.

- If advised to evacuate, do so immediately
- You may have to leave your home quickly and go to a safe place.
- Know where you will go, how you will get there and where you will stay.
- Plan well in advance if you will need help leaving or use public transportation.
- Plan ahead by preparing to evacuate to a safe location.



Plan to Shelter Safely

Be ready to live without power, water, gas, phone and internet for a long time.

- Stay away from windows and doors during high winds.
- Close your windows and ensure your storm doors are closed and securely latched.
- Be aware that flooding can happen quickly. Have a plan to evacuate fast before floodwaters reach you.
- Create a personal support team of people you may assist and who can assist you.



Plan to stay connected

- Sign up for free emergency alerts from your local government.
- Plan to monitor local weather and news.
- Have a backup battery or a way to charge your cell phone.
- Have a battery-powered radio during a power outage.
- Understand the types of alerts that you may receive and have a plan to respond when you receive them.
 - A **WATCH** means Be Prepared!
 - A **WARNING** means Take Action!



Gather Emergency Supplies

Gather food, water and medicine. Stores and pharmacies might be closed. Organize supplies into a Go-Kit and a Stay-at-Home Kit.

- Go-Kit: at least three days of supplies that you can carry with you. Include backup batteries and chargers for your devices (cell phone, CPAP, wheelchair, etc.)
- Stay-at-Home Kit: at least two weeks of supplies.
- Have a 1-month supply of medication in a child-proof container and medical supplies or equipment.
- Keep personal, financial and medical records safe and easy to access (hard copies or securely backed up). Consider keeping a list of your medications and dosages on a small card to carry with you.



Protect Your Home – Wind

- Secure or bring inside items stored on your porches or patios that could blown away by high winds



Protect Your Belongings – Flood

- Notify Management if you notice a drain or gutter that may be clogged.
- Remember, Management has no insurance to protect your personal items in the event of fire, flood, wind damage, theft, or other peril. Renters insurance policies are available at very affordable rates.

Hurricane Preparedness (continued)

What to Do: During



If local authorities advise you to evacuate, go right away.

- Bring your Go-Kit.
- Follow evacuation routes and do not try to take shortcuts because they may be blocked.
- Check with local officials for shelter locations.
- Download maps before the storm.



Determine your best protection for high winds and flooding.

- Stay away from glass windows and doors.
- Move to higher ground before flooding begins.
- **Never walk, swim, or drive through floodwater. Remember, Turn Around! Don't Drown!**

What to Do: After



Stay Safe

- Wait for officials to say it is safe before going back home.
- Avoid damaged or fallen power lines, poles and downed wires. They can electrocute you.
- Do not touch floodwaters because they may contain sewage, bacteria and chemicals that can make you ill.
- If power is out, use flashlights or battery-powered lanterns to reduce fire risk.
- Be aware of carbon monoxide poisoning. Prevent carbon monoxide poisoning. Gasoline, propane, natural gas or charcoal-burning devices should never be used inside an apartment or even outside near an open window. Carbon monoxide can't be seen or smelled, but it can kill you fast. If you start to feel sick, dizzy or weak, get to fresh air right away – do not delay.



Cleanup Safely

- Wear appropriate protective equipment including gloves, goggles and boots.
- Clean and disinfect everything that got wet.
- Management will work with vendor to remove heavy debris.
- Cleaning up is a big job. Take breaks and take care of yourself.



Take Care of Yourself

- It's normal to have a lot of bad feelings, stress or anxiety.
- Eat healthy food and get enough sleep to help you deal with stress.
- You can contact the Disaster Distress Helpline for free if you need to talk to someone. Call or text **1-800-985-5990**.



Stay Healthy

- When in doubt, throw it out! Throw out food that got wet or warm.
- Ask your healthcare provider or doctor about refrigerated medicines.
- Hurricanes and flooding can make drinking water unsafe. Monitor your local health department for information about drinking water safety.



Hurricane Preparedness (continued)

USEFUL RESOURCES:

- ☐ National Hurricane Center - <https://www.nhc.noaa.gov/>
- ☐ American Red Cross - <https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/hurricane.html>
- ☐ Federal Emergency Management Agency ("FEMA") - <https://www.fema.gov/>
- ☐ Evacuation Zones
 - NC - <https://www.ncdps.gov/our-organization/emergency-management/emergency-preparedness/know-your-zone>
 - SC - <https://hurricane.sc/know-your-zone>

HURICANE SURVIVAL CHECKLIST:

Have a two-week supply of each item for every person in your home:

Water

- ☐ 2 gallons of drinkable water per day, per person
- ☐ Store water in clean plastic containers
- ☐ Extra water will be needed if there is a pet in the home

Food - Purchase foods that require no refrigeration and little preparation such as:

- ☐ Ready-to-eat canned food
- ☐ Canned juices, milk, soup (if powdered, store extra water)
- ☐ Snacks: cookies, cereal, etc.
- ☐ Soft drinks, instant coffee, tea
- ☐ Lots of ice (you can freeze your water supply)

For Baby

- ☐ Formula, bottles, powdered milk, jarred baby foods
- ☐ Diapers, moist towelettes and special medications

Pets

- ☐ Newspapers or cat litter
- ☐ Moist canned foods (to preserve water)
- ☐ Plastic sheets to cover floor of pet's room

Medicine

- ☐ First aid kit
- ☐ Rubbing alcohol
- ☐ Aspirin, non-aspirin pain reliever, antacid
- ☐ Extra prescription medication – (Ask your physician how to store prescription medications)

Personal Items

- ☐ Toilet Paper, towels, soap, shampoo
- ☐ Personal and feminine hygiene products
- ☐ Denture needs, contact lenses and an extra pair of eyeglasses
- ☐ Sun protection, insect repellent
- ☐ Several flashlights/lanterns with back up batteries
- ☐ Battery backup for charging phone or electronic devices
- ☐ A battery-operated radio

Help Yourself to a Healthy Home



Protect Your Children's Health



**U.S. Department of
Housing and Urban
Development**

- Indoor Air Quality
- Asthma & Allergies
- Mold & Moisture

- Carbon Monoxide
- Lead
- Drinking Water

- Hazardous Household Products
- Pesticides
- Home Safety

Help Yourself to a *Healthy Home*

You want to take good care of your family. You try to eat healthy foods. You take your children to the doctor for regular checkups. You try your best to protect your family from accidents and illness. You want to live in a safe neighborhood and home.

But did you know your home might have hidden dangers to your children's health? Ask yourself:

- Is the air in your home clean and healthy?
- Do your children have breathing problems, like asthma?
- Is someone in your home allergic to mold?
- Do you know the signs of carbon monoxide poisoning?
- Is there lead anywhere in your home?
- Is your tap water safe to drink?
- Do you have household products with chemicals in them that can make you sick?
- Do you use bug spray or other products to keep away pests?
- Do you keep poisons where your children can reach them?

The answers to questions like these will help you learn if your home is safe and healthy. This booklet will make it easier to answer these and other important questions about your home and how you live in it. It will also give you ideas about how to protect your children's health. It is up to you to make sure your home is a healthy home, but there are lots of places to go for help.

Table of Contents

Introduction	2-5	Drinking Water	33-37
Indoor Air Quality	6-10	Hazardous Household Products	38-41
Asthma & Allergies	11-16	Pesticides	42-47
Mold & Moisture	17-22	Home Safety	48-54
Carbon Monoxide	23-28	Index	55
Lead	29-32		

Why *Should You* Be Concerned?

Some of the most serious health problems for children may start at home. This booklet explains some of these health concerns and what you can do about them.

Most people spend over 90% of their time indoors.

Indoor Air Quality

Is the air in your home healthy? The air inside can be more harmful to your family's health than the air outdoors. Air can be unhealthy if it has too many pollutants. Indoor air pollutants can be lots of things—from oven cleaner to cigarette smoke to mold. It is not always easy to tell if your home has unhealthy air. You may notice bad smells or see smoke, but

you cannot see or smell other dangers, like carbon monoxide or radon. This chapter will help you learn if your home has healthy air. *See page 6.*

The number of children with asthma has doubled in the past 10 years.
1 in 15 children under 18 years of age has asthma.

Asthma & Allergies

Allergies and asthma are health problems that have a lot to do with the air you breathe. You and your children spend a lot of time at home, so the air inside needs to be clean. Does someone you live with smoke? Do you have

pets? Is your basement damp? These may cause or add to breathing problems. *To learn more about asthma and allergies, see page 11.*

Mold & Moisture

Other health and safety problems may come from the air in your home too. Too much dampness causes mold to grow. Some mold

is very harmful and some can make allergies or asthma worse. *See page 17 to find out more about mold.*

Carbon Monoxide

If they are not working right, ovens and heaters may cause a deadly gas called *carbon monoxide* to build up inside your home. You cannot see or smell this danger, but you can help keep your

loved ones safe from carbon monoxide poisoning. *See page 23 to learn more about how to protect your family from carbon monoxide.*

Lead

Can your children be poisoned by lead in your home? Some house paint and water pipes contain lead. This metal can poison your children. Most problems with lead come from old paint or lead dust. Lead was also in gasoline and got into the soil and air from car exhaust. It's not used in these ways any more. There's still plenty of lead around though.

Lead can poison your children if they get it into their mouths or breathe it in from the air. If a pregnant woman gets lead in her body, it can harm her unborn baby.

Lead poisoning can be a serious problem for young children. It can cause problems with learning, growth, and behavior that last a lifetime.

Even small amounts of lead can harm children. *Turn to page 29 to find out about lead poisoning in your home.*



1 in 40 American children has too much lead in his/her body.

Drinking Water

Is your drinking water safe? Do you know where your drinking water comes from? If it comes from your own well, you need to make sure it is safe to drink. Have your water tested every year to make sure it does not have chemicals or other pollutants in it that can make your family sick. There are things you can do to take care of your well and keep the water clean. *See page 35 for ideas.*

You may get your drinking water from a water company or utility. They always test the

water before they pipe it to you to make sure it is safe. You can ask the company or utility for a report on what the tests found. Even if it is o.k. at the water utility, water can still become unsafe after it comes into your home. *Look at page 33 to see if your water is safe to drink.*

95% of people living in rural areas use private wells for their drinking water.

Hazardous Household Products

What harmful products do you have in your home? Some products can harm your family's health if you do not use them in the right way. Common chemicals like bleach, rat poison, paint strippers, and drain cleaners can be dangerous. Children can poison themselves if they get into products like these. Even very small amounts of some chemicals can cause health problems if you touch them or breathe them in. Remember—if you spray or pump

something, it goes right into the air. When you and your family breathe, those chemicals go into your bodies. *See page 38 to learn more about how to use, store, and dispose of household products.*

Thousands of children die each year from chemicals stored and used improperly in the home.

Pesticides

Do you use pesticides in your home? Almost every household uses *pesticides*. Bug spray, flea powder, rat poison, and garden weed killer are all types of pesticides. They have chemicals in them that kill pests. This also means they may harm you and your family. If you do not use them safely, some pesticides may cause serious health problems—poisoning, birth defects, nerve damage, and even cancer.

Your children can come into contact with pesticides in many ways. You can take simple steps to protect them from pesticides. *See page 42 to see if you are using pesticides safely!*

Nearly one-half of households with a child under age five had pesticides stored within reach of children.

Home Safety

Did you know that your chances of getting hurt at home are much higher than they are at work or school? The leading causes of death in the home are falls, drowning, fires, poisoning, suffocation, choking, and guns. Very young children and older adults are the people most likely to get hurt at home. It's important to keep people's age in mind when thinking

about home safety.

Look at page 48 to find out if your home is a safe place to live and how to make it even safer.

Each year, accidents in the home hurt over six and a half million people.

Why *Focus on* Children?

Everyone needs a healthy home. But there are special reasons to think about children:

- Children's bodies are still growing. Their young brains, livers, and other organs are more likely to be harmed by chemicals and other dangers than those of adults. If children get sick, it may be harder for them to get well because their immune systems are still developing.
- For their size, children eat more food, drink more water, and breathe more air than adults do. When they get lead in their bodies or breathe in harmful gases, they get a bigger dose than adults would.
- Children play and crawl on the ground. That means they are closer to many things that might cause health problems, like dust and chemicals. Babies and young children also put most everything in their mouths—things that might have chemicals or lead dust on them.



Children depend on adults to make their homes safe!

How to use this booklet...

This booklet asks questions about your home and how you live in it. By answering them, you can find out if your home is healthy or if you need to make some changes.

There are nine chapters in this booklet. Every chapter gives information about a topic, asks questions about it, and gives you simple Action Steps to protect your children's health. At the end of each chapter, you will find out where to get more help.

It's up to you—***Help Yourself to a Healthy Home!***

Indoor Air Quality

Should You Be Concerned?

Most people spend at least half of their lives inside their homes. The air inside can be more harmful to your family's health than the air outdoors. Is the air in your home safe to breathe?

It is not always easy to tell if your home has poor air quality. You may notice bad smells or see smoke, but you cannot see or smell other dangers, like carbon monoxide or radon. This chapter and those on asthma and allergies, mold, and carbon monoxide will help you ask the right questions to find out if the air inside your home is healthy and safe. They will also give you ideas about how to fix any problems you might find.

The air in your home can be unhealthy if it has too many pollutants in it. To cut down on indoor air pollution, learn where it comes from. Take good care of your home to keep it healthy!

Children can spend up to 90% of their time indoors. For their size, children breathe up to twice as much air as adults. That means children are at greater risk for health problems that come from indoor air pollution.

Asthma and Allergies

If someone in your home has health problems or is ill, polluted indoor air can make them feel worse. For example, asthma is a lung disease that affects a growing number of children. Indoor air pollution can make it worse. Insects and other pests can also be a real problem for people with asthma or allergies. For example, cockroach and dust mite droppings cause asthma attacks in some people. Pesticides can help fight these pests but they can be dangerous. See page 44 for more information about using bug spray and other pesticides safely. *See page 11 to find out about making your home healthier for people with asthma or allergies.*

Mold

Mold grows in wet or damp places. It often smells musty. Many people are allergic to mold. Some kinds of mold are toxic, and coming into contact with large amounts of mold may cause health problems. Talk to a doctor if you think mold is causing health problems for you or your family. *See page 17 to learn more about how to control mold in your home.*

Carbon Monoxide

Carbon monoxide is a deadly gas that can come from appliances that burn gas, oil, coal, or wood, and are not working as they should. Car exhaust also has carbon monoxide. You cannot see, taste or smell carbon monoxide. *See page 23 for more information on how to protect your family from carbon monoxide poisoning.*

Other Indoor Air Problems

Radon is another gas. It can get into some homes from the ground below them. You cannot see, taste, or smell radon. Radon is found all over the United States. Radon can cause lung cancer. In fact, it is the second leading cause of lung cancer in the U.S. If you smoke and your home has high levels of radon, your risk of lung cancer is especially high.

Indoor Air Quality

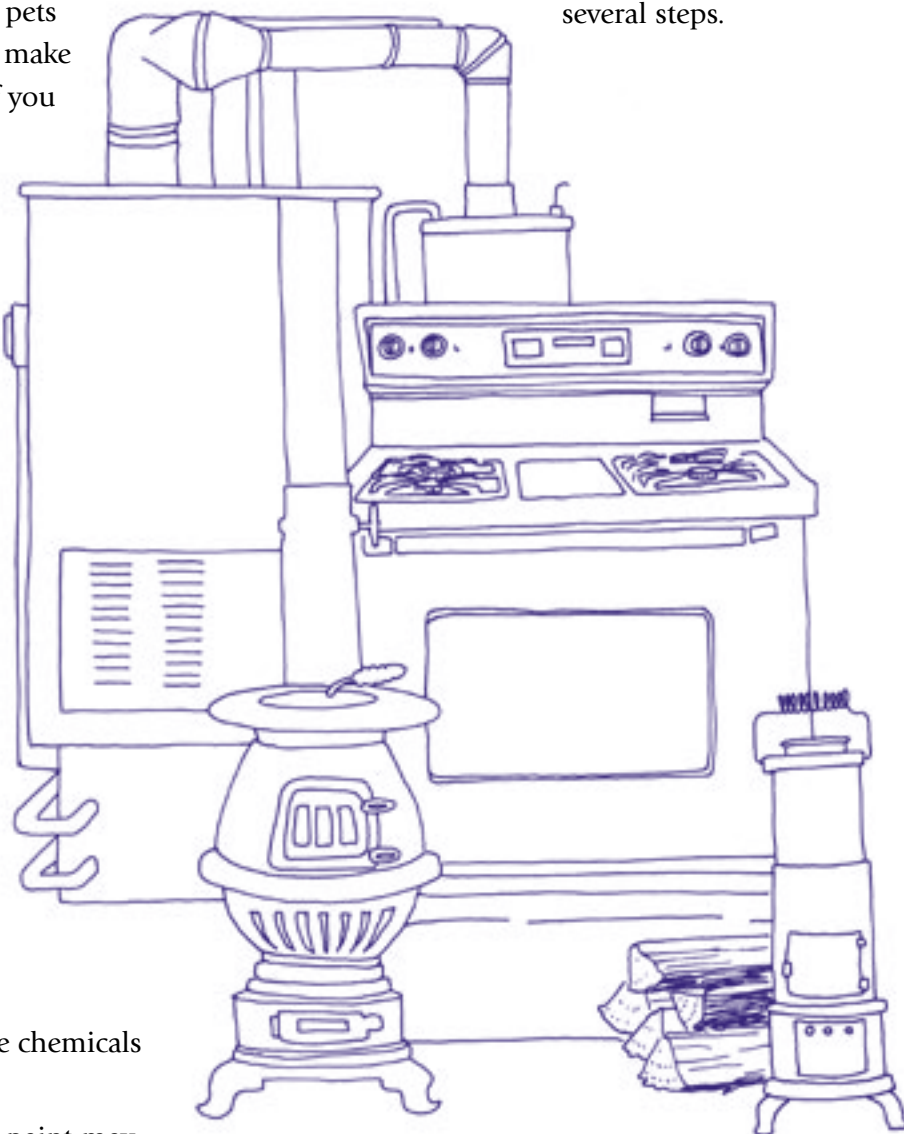
Sometimes indoor air pollution comes from what people do in their home.

- Tobacco smoking causes cancer and other major health problems. It's unsafe for children to be around smokers. ***Second-hand*** or ***environmental tobacco smoke*** can raise children's risk of ear infections and breathing problems. It can trigger asthma attacks, too.
- Many families have pets. However, furry pets cause problems for some people. Pets can make asthma and allergies act up, especially if you keep them in sleeping areas.
- Hobbies and home projects sometimes involve sanding, painting, welding, or using ***solvent chemicals***, like varnish or paint strippers. (A solvent is a chemical that can dissolve something else. Solvents are usually liquid.) Home projects can pollute the air with dust or harmful chemicals.

Sometimes indoor air pollution comes from what people have in their homes.

- Some household products, especially those with solvents, can pollute the air if you don't use them in the right way. *See page 38 for more information about household products*
- New furniture, carpets, and building products may give off chemicals that were used in their making. Some of these chemicals can harm people, especially children.
- If your home was built before 1978, the paint may have lead in it. Lead is very dangerous for young children. *See page 29 to learn about protecting your children from lead poisoning*

There are simple, but important steps you can take to find out what is causing poor air quality. The questions on the next page can help you find problems around your home. *Page 9 will give you ideas of what to do.* Look at the chapters on asthma and allergies, mold, and carbon monoxide to learn more about indoor air problems. Remember, making your home a safer, healthier place to live may mean taking several steps.



Combustion appliances are one possible source of air pollution.

Indoor Air Quality

Questions to Ask

Your Family's Health

- Does anyone in your family have asthma or allergies?
- Does a family member notice burning eyes, coughing, or sneezing that happens most often while at home?
- Does anyone in your home have chronic bronchitis or another lung disease?



Radon

- Have you ever tested your home for radon?
- Do any of your neighbors have problems with radon gas? If so, you might also have a radon problem.

Living in a Healthy Home

- Do some areas in your home smell damp or musty?
- Have you seen cockroaches in your home?
- Do you know how to safely run and take care of your fuel-burning appliances?
- Do you allow smoking in your home?
- Do you have furry pets in your home? In the bedrooms?
- Do you read the label on household products, and follow the directions for using them safely?

- Do you open windows or turn on fans when doing hobbies or projects that make dust or odors?
- Do you try to do dusty or smelly projects outdoors?
- Do you choose furniture, carpet, and building products that are made with non-toxic chemicals and materials?

These are sometimes called *green building products*.

- Does your home ever smell musty, damp, smoky, or like chemicals?
- Does your home seem stuffy or stale? Can you smell cooking odors the next day?
- Do your bathroom and kitchen have exhaust fans—do you use them?



ACTION STEPS

Be sure to check the Action Steps in the chapters on asthma and allergies, mold, and carbon monoxide. You will find good suggestions for cutting down on pollution in your home and making the air healthier.

Test Your Home for Radon

You can buy low cost radon test kits at hardware or home supply stores. Or call your local or state health department for more information.

Living in a Healthy Home

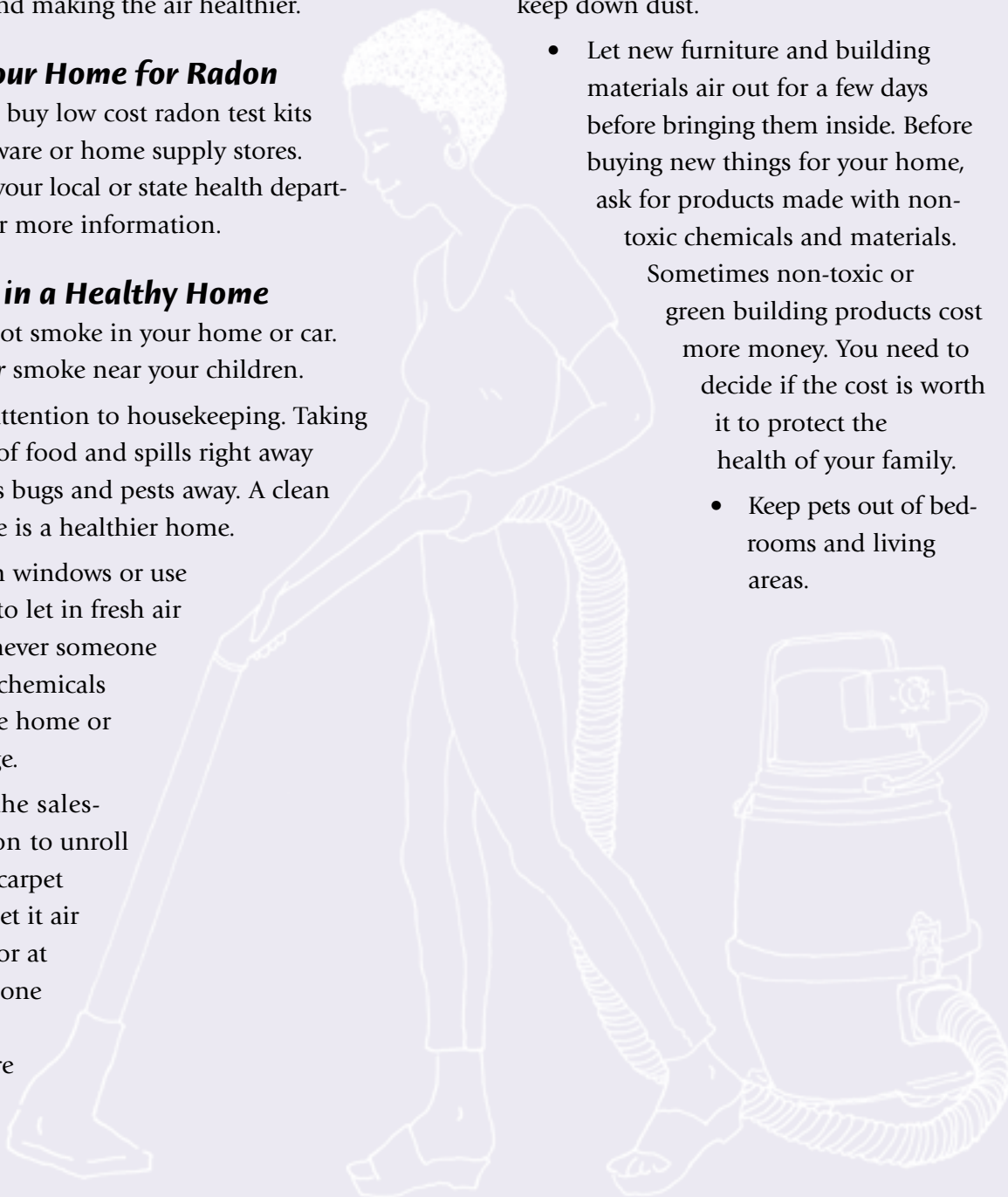
- Do not smoke in your home or car. *Never* smoke near your children.
- Pay attention to housekeeping. Taking care of food and spills right away keeps bugs and pests away. A clean home is a healthier home.
- Open windows or use fans to let in fresh air whenever someone uses chemicals in the home or garage.
- Ask the salesperson to unroll new carpet and let it air out for at least one day before

bringing it into your home. Put in carpet during a season when you can open windows for several days afterwards. Vacuum old carpet well before you remove it to keep down dust.

- Let new furniture and building materials air out for a few days before bringing them inside. Before buying new things for your home, ask for products made with non-toxic chemicals and materials.

Sometimes non-toxic or green building products cost more money. You need to decide if the cost is worth it to protect the health of your family.

- Keep pets out of bedrooms and living areas.



Indoor Air Quality

When In Doubt, Check It Out!

- US Environmental Protection Agency Indoor Air Quality Home Page—www.epa.gov/iaq
- Indoor Air Quality Information Clearinghouse (IAQ INFO) 800/438-4318 (Monday to Friday, 9:00 a.m. - 5:00 p.m. Eastern Time) or email: iaqinfo@aol.com
- National Radon Information Hotline 800/SOS RADON (800/767-7236)
- The National Consumer Federation's Radon Website—www.radonfixit.org
- National Lead Information Center 800/424-LEAD (800/424-5323)
- National Hispanic Indoor Air Quality Hotline 800/SALUD-12 (800/725-8312), Monday to Friday, 9:00 a.m. - 6:00 p.m. Eastern Time
- American Lung Association. Contact your local organization, call 800/LUNG-USA (800/586-4872) or visit the web at www.lungusa.org
- Contact Healthy Indoor Air for America's Homes at 406/994-3451 or www.healthyindoorair.org
- *Home*A*Syst*: An Environmental Risk Assessment Guide for the Home contains information about indoor air quality and other healthy home topics. 608/262-0024 or www.uwex.edu/homeasyst

Notes



Asthma & Allergies

Should You Be Concerned?

More than eight million children in the United States have a disease called *asthma*. Asthma is a leading reason that children miss school or end up in the hospital. Asthma makes it hard for people to breathe. Sometimes people even die from asthma. This disease has no cure yet, but it can be controlled.

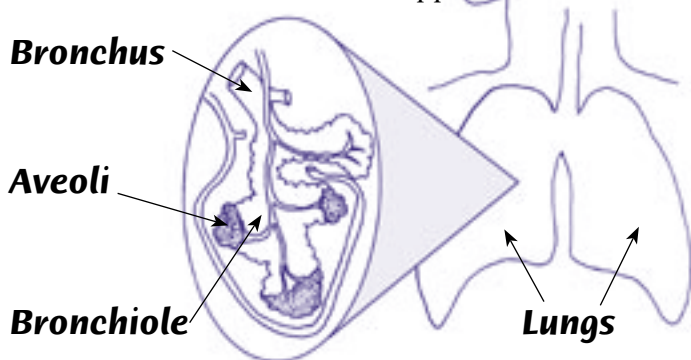
Another 40 to 50 million people have allergies. Allergies can also make it hard for people to breathe by causing an asthma attack. An allergy is an unusual reaction to something, like a food or a plant, which is normally harmless. Common signs of allergies are a stuffy or runny nose, itching, or a rash. This section will help you ask the right questions to find out how to make your home a safer, healthier place for people with asthma or allergies.

What Happens During an Asthma Attack?

Asthma flare-ups are called asthma attacks. During an attack, the breathing tubes in your lungs, called *bronchi* and *bronchioles*, get smaller. During an asthma attack:

- The breathing tubes in your lungs swell up
- The muscles around these tubes tighten
- The tubes make large amounts of a thick fluid called mucus

You cannot catch asthma. It does run in families though. If someone in your family has it, you or your children may too. The number of asthma cases is growing, and more people die from it every year. These deaths do not need to happen.



Warning Signs of an Asthma Attack:

- Tightness in the chest
- Shortness of breath
- Wheezing
- Coughing

People with asthma who learn to spot the early signs of an attack can take medicine right away. This may make the attack less severe.

If someone is having a severe asthma attack, get him or her to a hospital emergency room right away. Some signs of a severe attack:

- The person's asthma *rescue* or *inhaler medicine* doesn't help within 15 minutes
- The person's lips or fingernails are blue
- The person has trouble walking or talking due to shortness of breath

The most important thing to know about asthma is that you can control it. Asthma patients (or their parents) who learn what medicine to take and what triggers attacks can avoid them most of the time. That means people with asthma can lead normal lives.

Many types of medicine can treat asthma. Keep in mind that no one medicine works best for everyone. You and your doctor have to work together to find the best medicine. Remember, it may take a while to find just the right kinds. Also, you must take the time to find out what sets off an attack.

Asthma & Allergies

Asthma Triggers

No one knows what causes asthma. Lots of things set off asthma attacks, though. These things are called **triggers**. Some people have only one or two triggers. Other people have many.

Some triggers are things to which people are often allergic. Common ones are **pollen** (from trees and flowers) and **dander** (skin flakes from cats, dogs, and other pets). Also, some people are allergic to pests such as roaches, rodents, or **dust mites**. Dust mites are tiny insects that you can't see. They live everywhere—in carpets, upholstered furniture, stuffed animals, and bedding. **Cigarette smoke** is another common trigger of asthma attacks. Other triggers have nothing to do with allergies—cold weather, exercise, or strong feelings (laughing, crying).

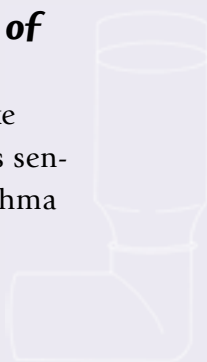


Other Common Asthma Triggers

- Dust
- Mold
- Carbon Monoxide
- Cleaning products like furniture polish or dusting sprays
- Personal care products like hair spray or perfume
- Flu, colds

There are two main types of asthma medicine.

One kind you (or your child) take regularly to make the lungs less sensitive to the things that cause asthma attacks. It is important to take this medicine as prescribed, even if you feel o.k. It usually takes a couple of weeks to work. The other type



is called **rescue medicine**. You take this during an attack to help open up your breathing tubes so you can breathe better.

Some “everyday” asthma medicines are **steroids**. Some people may worry about them because they have heard stories about athletes who use steroids in the wrong way. Asthma steroids are not the same. Side effects of asthma steroids are also rare. Asthma patients usually breathe these medicines right into their lungs, so they only need a small dose.

Asthma & Allergies

Allergies

Common signs of allergies include runny or stuffy noses, coughing, hives, itching, a rash, or puffy eyes. Allergies can be deadly for some people. When sensitive people come in contact with something they're very allergic to, like peanuts, their blood pressure drops, their breathing tubes swell up, and they can die from lack of air. The good news is that allergies can be treated. If you have allergies, it's important to find out what causes them and how to take care of them. A doctor can test you to find out. People with severe allergies may need to carry emergency medicine.

Common Allergens

An *allergen* is something that causes allergy signs, or an *allergic reaction*. Many of the asthma triggers listed on page 12 also cause allergic reactions in people who don't have asthma. There are many other allergens too. Some common ones are listed here. It's important to talk to your doctor if you have had a reaction to any of these:

- **Foods:** milk and dairy products, citrus fruit like oranges and lemons, artificial colors and flavors, nuts, and shellfish like shrimp or clams.
- **Medicines:** penicillin, some heart medicines, and some anti-seizure medicines.
- **Insect stings and bites:** most are caused by yellow jackets, honeybees, paper wasps, hornets and fire ants. In some people, reactions to stings become more serious as years go by. Eventually, only one sting may kill. Talk to your doctor if you have had a serious reaction to a sting.
- **Contact allergens:** cause reactions when things like plants, cosmetics, jewelry, or latex (a type of rubber) touch the skin. Rashes are common reactions to these allergens.

Look at the questions on the following pages to help you find problems around your home that may make asthma and allergies worse. Pages 14 and 15 will give you ideas about how to keep your family healthy and safe.

Questions to Ask

- Does anyone in your family have asthma or allergies?
- Does someone in your family notice burning eyes, coughing, or sneezing that happens most often at home?
- Does your home have carpet that is not cleaned well or not cleaned often?
- Do you have carpeting, stuffed toys, or fleecy materials in bedrooms?
- How often do you wash sheets, blankets, and other bedding?
- Do you store food in containers or boxes that don't have covers?
- Do you keep pets inside?
- Has it been more than a year since you had your furnace, flues, and chimneys inspected and cleaned?
- Does anyone smoke inside your home?
- Is your home damp or musty?



ACTION STEPS

Pay Attention to Your Asthma and Allergies

Know what triggers your or your children's asthma or allergies. Talk to a doctor or nurse about keeping emergency medicine around if your asthma or allergies are severe. If someone you love takes asthma or allergy medications make sure they know when to take it.

Healthy Housekeeping

Clean your home often. Since cleaning puts dust into the air, have someone without asthma or allergies do it. Wear a dust mask if you can't find somebody else to clean. You can buy one at a drug store.

Keep clutter down. Clutter collects dust and makes it harder to keep a clean home. Store your belongings in plastic or cardboard boxes instead of keeping them in piles or stacks. You can move the boxes to make cleaning easier.

When possible, don't have carpeting or rugs. Hard floors (vinyl, wood, or tile) are much easier to keep dust-free. If you do have rugs or carpet, vacuum often. You may be able to borrow or buy a vacuum with a special HEPA (High Efficiency Particle Air) filter to get rid of dust. Call your local or state health department for more information.

Keep Down Dust Mites

Use zippered plastic mattress and pillow covers beneath sheets and pillowcases. You can buy them at your local department store or through the mail. If the mattress cover is uncomfortable, put a mattress pad over it.



Wash bedding, including blankets, pillow covers, and mattress pads in hot water every week. Temperatures above 130°F kill dust mites.

Control Other Pests

Roaches and rodents can trigger asthma and allergies. They need food, water, warmth, and shelter to survive. You can control roaches, mice, and other pests by making these things hard to get. *See the chapter on pesticides on page 42 to learn more about how to handle pests.* Here are some tips to keep pests away:



- Store food in tightly sealed containers.
- Clean up crumbs and spills right away.
- Empty your garbage often.
- Wash your dirty dishes right after eating.
- Don't leave out pet food or water overnight.
- Fix plumbing leaks and drips.
- Seal cracks where roaches and other bugs hide or get into your home.

ACTION STEPS, continued

Pets

Furry pets like dogs, cats, and gerbils can cause asthma and allergy attacks because of their saliva and skin flakes. It is best to either not have pets or keep them outside. If you do have pets inside, make sure to keep them out of sleeping areas and off fabric-covered furniture.

Check Your Appliances

Make sure your gas appliances, fireplace, furnace, or wood-burning stove have yearly checkups to keep down soot (and protect you from the dangers of carbon monoxide. *See page 26 for more information.*)

Check the filter on your furnace or air conditioner a couple times each year. Change when needed. Think about buying filters that cost a little more than the most economical ones. They will clean the air in your home better. They trap more dust so you will need to change them more often. You can buy air filters at a hardware store. Check labels and packaging to find out about these products. If you rent, talk to your landlord about these steps.

Smoking

Cigarette, cigar, or pipe smoke causes health problems, especially for people with asthma. It is best to quit smoking (contact the American Lung Association at 1-800-LUNG-USA for help). Otherwise, smoke outside and away from children. Don't light up in your car, because smoke will linger there and affect children.

Mold

When people breathe in mold, it can cause allergies and asthma to act up. Mold needs water to grow. Keep your home dry to control mold. That will also help with roaches and dust mites. *See the chapter on mold on page 17 for more information.*

Air cleaners may help in the bedrooms of allergy and asthma patients.

Good air cleaners (with HEPA filters) cost about \$100 or so. DO NOT use an air cleaner that makes ozone because ozone can cause health problems.

Asthma & Allergies

When In Doubt, Check It Out!

- Your local county Extension Office
—look in your telephone book
- Your local or state health department
—look in your telephone book
- American Lung Association, 800/LUNG-USA
—www.lungusa.org
- The Soap and Detergent Association,
Cleaning to Control Allergies and Asthma,
202/347-2900—www.cleaning101.com/house
- Healthy Indoor Air for America's Homes
406/994-3451—www.montana.edu/wwwcxair
- The Allergy & Asthma Network: Mothers of Asthmatics
800/878-4403—www.aanma.org
- The Food Allergy & Anaphylaxis Network (FAAN)
800/929-4040—www.foodallergy.org

Notes



Mold & Moisture

Should You Be Concerned?

Most of us have seen mold or moisture around the home. But did you know that mold is alive? It grows on wet or damp surfaces. It is often gray or black but can also be white, orange, or green. It can grow out in the open, on places like walls, clothes, and appliances. But you may also find it in more hidden places—under carpets or in walls and attics. Mold often smells musty. Mildew is a common name for mold. If you live near the ocean or in a damp climate, there may be more mold in your home than in homes in other places.

Mold produces “spores,” tiny specks you can’t see and that float through the air. When you breathe in mold spores, they get into your lungs. This can cause health problems. People with allergies to mold may have reactions. They include watery eyes, runny or stuffed up noses, sneezing, itching, wheezing, trouble breathing, headaches, and tiredness. Mold can even trigger asthma attacks.

We are learning more about the health problems mold causes. Some molds can cause severe health problems in some people, but scientists disagree about what the problems are. Mold is almost everywhere, but it is not healthy to live where mold is growing. Because mold needs moisture to grow, try to keep your home and everything in it dry. Here are some places you might find mold:

- In bathrooms, especially around the shower or tub, and on the walls, ceiling, or floor
- In wet or damp basements and crawl spaces
- Around leaky bathroom and kitchen sinks
- In attics under leaking roofs
- On wet clothes that are not dried quickly
- On windows and walls where condensation collects
- In closets

- Under wallpaper or carpet
- In your air conditioner

It’s important to fix any moisture problem in your home right away. Mold can grow fast, so it’s best not to wait. To stop mold from growing, quickly dry or throw away anything that has gotten wet.



Mold & Moisture

Questions to Ask

How is Your Family's Health?

- Does anyone have allergies or asthma?
- Does anyone in your home always seem to have a cold—a runny nose, wheezing, coughing, and headaches?
- Do these problems go away when they leave home for a while?
- Are there infants, children, or elderly people living in the household?

How Can You Tell if Mold is Growing in Your Home?

- Can you see mold growing anywhere?
- Is there mildew growing on clothes or towels?
- Does any part of your house or apartment smell musty or moldy?
- Do you see color changes on walls or floors that you can't wipe off?

Is There Moisture in Your Home That Could Cause Mold to Grow?

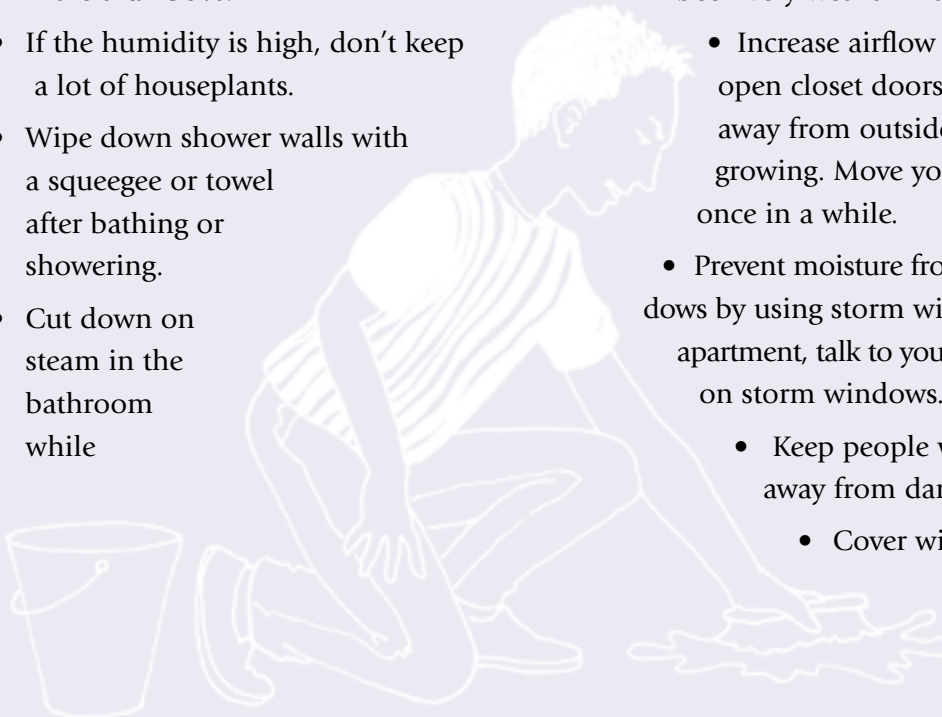
- Has any part of your home been flooded?
- Has there been a water leak or overflow?
- Has the carpet gotten wet and stayed damp for more than 24 hours?
- Can you see moisture on walls, ceilings, or windows?
- Do bathroom walls stay damp for a long time after a bath or shower?

- Do basement floor drains ever get clogged and hold water?
- Does your basement or roof leak when it rains? (Check the attic floor.)
- Does anyone use a humidifier?
- Does water collect in the drain pan under the refrigerator or air conditioner?
- Do you use unvented space heaters?
- Is there a crawl space under the house?
- Do you live in a humid climate?
- Does rainwater drain toward your home's foundation?
- If your home is raised, does water pool under it?
- Does the air in your home feel clammy or humid?



ACTION STEPS

- Use downspouts to direct rainwater away from the house. Make sure your gutters are working.
- Slope the dirt away from your house's foundation. Make sure the dirt is lower six feet away from the house than it is next to it.
- Repair leaking roofs, walls, doors, or windows.
- Keep surfaces clean and dry—wipe up spills and overflows right away.
- Store clothes and towels clean and dry—do not let them stay wet in the laundry basket or washing machine.
- Don't leave water in drip pans, basements, and air conditioners.
- Check the relative humidity in your home. You can buy a kit to do this at a home electronics or hardware store. Stop using your humidifier if the relative humidity is more than 50%.
- If the humidity is high, don't keep a lot of houseplants.
- Wipe down shower walls with a squeegee or towel after bathing or showering.
- Cut down on steam in the bathroom while bathing or showering. Run a fan that is vented to the outside or open a window.
- Run a fan vented to the outside when cooking.
- If you have a dryer, make sure it is vented to the outside.
- Use a dehumidifier or air conditioner to dry out damp areas.
- If you use a humidifier, rinse it out with water every day. Every few days, follow the manufacturer's directions for cleaning it or rinse it out with a mix of 1/2 cup chlorine bleach (Sometimes called *sodium hypochlorite*. "Clorox" is one brand.) and one gallon of water.
- When you use your air conditioner, use the "auto fan" setting.
- Throw away wet carpeting, cardboard boxes, insulation, or other things that have been very wet for more than two days.
- Increase airflow in problem areas—open closet doors and move furniture away from outside walls where mold is growing. Move your furniture around once in a while.
- Prevent moisture from collecting on windows by using storm windows. If you live in an apartment, talk to your landlord about putting on storm windows.
- Keep people with asthma or allergies away from damp areas of your home.
- Cover window wells if they leak.



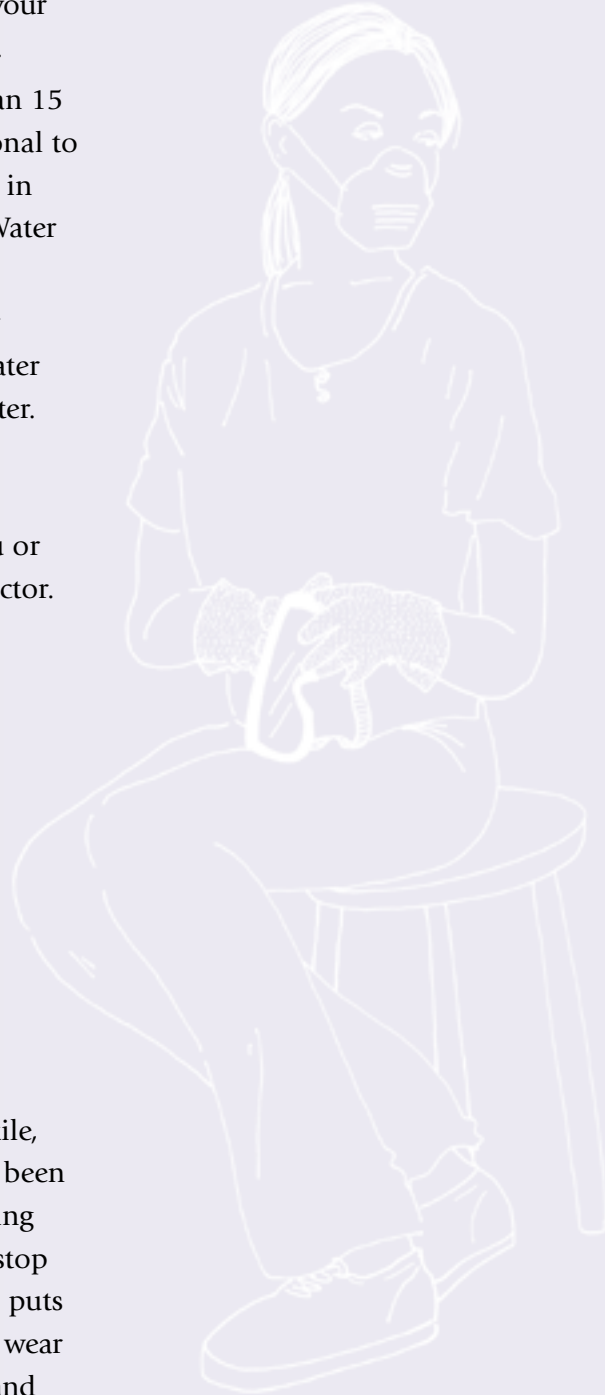
ACTION STEPS, continued

- After cleaning up mold, using a high efficiency (HEPA) vacuum or air cleaner may help to get rid of mold spores in the air. You may be able to borrow a HEPA vacuum. Call your local or state health department to ask.
 - If you find an area of mold greater than 15 square feet, it's best to hire a professional to get rid of it. (You can find them listed in the telephone book under "Fire and Water Damage Restoration.")
 - Clean up mold with a mix of laundry detergent or dishwashing soap and water OR chlorine bleach with soap and water. Do not mix chlorine bleach with any product that contains ammonia.
 - If you think mold may be causing you or your family health problems, see a doctor.
- sick people, and anyone with allergies or asthma away during cleanup.

How do I Clean Up Mold?

Protect yourself when cleaning up mold. Wear long sleeves and pants, shoes and socks, rubber gloves, goggles to protect your eyes, and a N-95 respirator. Open a window to let in fresh air while you're working.

Throw away things like carpet or mattresses, wallboard (drywall), ceiling tile, insulation, or cardboard boxes that have been wet for more than two days. Wrap anything you're going to throw away in plastic to stop mold from spreading. Cleaning up mold puts the spores in the air so it's a good idea to wear a respirator. Keep small children, elderly and



ACTION STEPS, continued

Clean hard surfaces with a mix of laundry detergent or dishwashing soap and water. You may have to scrub with a brush. Rinse the area with clean water and dry quickly by wiping away the water and using a fan. Chlorine bleach will kill mold growing on surfaces. It does not kill mold spores in the air and dead mold can still cause allergic reactions. If you use bleach, follow these steps:

- Scrub the surface first with water and detergent.
- Water down the chlorine bleach—use about one cup bleach to ten cups of water.
- Spray or sponge the bleach on the moldy area. Leave it on about 15 minutes, then rinse the area and dry quickly.
- Never mix chlorine bleach with products that contain ammonia or acids because you will make a deadly gas.
- Keep chlorine bleach out of the reach of pets and children.
- Remember, chlorine bleach takes the color out of most fabrics and rugs. Be careful not to spill or splash.

The Cooperative Extension Service or your local or state health department can provide more information on mold. Renters should talk to their landlords. Some home insurance policies will pay to fix mold damage. Fire and Water Damage Restoration professionals can help you fix the damage. Cleaning up a big mold problem may cost several thousand dollars or more.



What About Testing for Mold?

You may have heard about so-called “toxic” molds that can cause severe health problems. This may cause worry if you know that mold is growing in your home. See your doctor if you think mold is causing health problems for you or your family. Many experts agree that health problems come more from the length of time you’ve been in contact with the mold and the amount of mold in your home than the type of mold in your home.

No matter what kind of mold you have, you need to get rid of it and fix the moisture problems that made it grow. Most experts think it’s better to spend your time and money on cleaning up the problem than testing. So act quickly to get rid of the mold and moisture by following the action steps in this chapter.

Mold & Moisture

When In Doubt, Check It Out!

- Your local county Cooperative Extension Office
—look in your telephone book
- Your local or state health department
—look in your telephone book
- The Environmental Protection Agency (EPA)
—www.epa.gov/iaq
- The Centers for Disease Control & Prevention (CDC)
—www.cdc.gov/nceh/mold
- California Indoor Air Quality Program
—www.cal-iaq.org/iaqsheets.htm
- The Health House—www.healthhouse.org
- Healthy Indoor Air for America's Homes
406/994-3451—www.montana.edu/wwwcxair

Notes



Carbon Monoxide

Should You Be Concerned?

You can't see, taste, feel, or smell carbon monoxide (CO). However, this deadly gas can make you very sick or even kill you. Over 500 people in the United States die every year after breathing too much CO. The signs of CO poisoning seem like the flu. Many people don't even know they've been breathing in CO. People who survive can suffer brain damage, lose their sight or hearing, or have heart problems. It is a major threat to your family's health. The good news is that you can prevent CO poisoning. This section will help you ask the right questions to find out if the air in your home is safe and healthy.

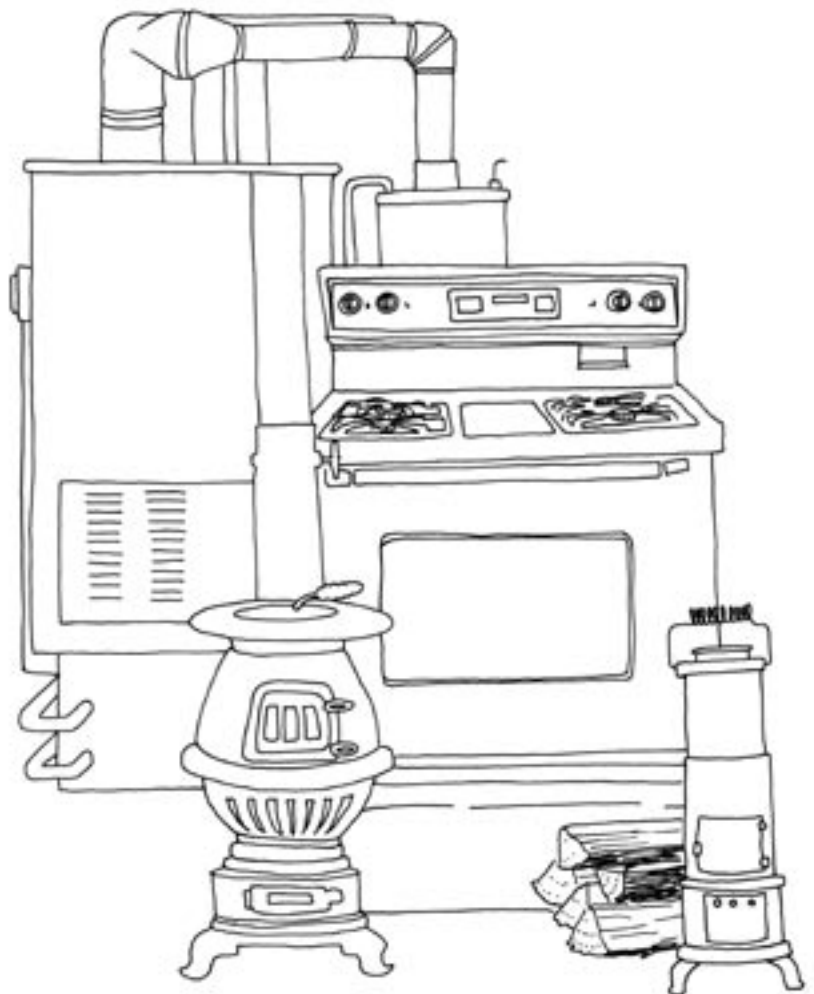
There can be so much CO in a burning building that breathing smoke for as little as one minute can kill you. Lower levels, such as from smoking, do not kill right away. They can cause many other health problems though. Children, unborn babies, people with asthma, older adults, or people with heart or lung problems are more likely to get hurt from breathing CO. But remember, CO harms even healthy people.

Where Does CO Come From?

Fuel-burning appliances use gas, oil, or wood to produce heat. If they are not working right, they can make CO. Most gas appliances that have been put in and taken care of properly are safe and make very little CO but unvented appliances may not be. Electric appliances do not burn fuel and so make no CO. Common sources of CO include:

- Gas and oil furnaces, boilers, and water heaters
- Wood-burning fireplaces and stoves
- Gas appliances like ovens, stoves, or dryers

- Gas and kerosene space heaters
- Gas and charcoal grills
- Cars, trucks, campers, tractors, and other vehicles
- Gasoline and liquid propane (LP)-powered small equipment, including lawn mowers, snow blowers, chainsaws, pressure washers, and electric generators
- Recreational vehicles, including boat motors, all terrain vehicles (ATVs), ski-boats, and generators in campers and houseboats
- Tobacco smoke
- House fires
- Blocked chimneys and flues



Carbon Monoxide

Breathing in low levels of CO can hurt your brain, heart, or other parts of your body. At high levels, the brain is so short of oxygen that you cannot think clearly. You lose control of your muscles and may be unable to move to safety. High-level CO poisoning can cause loss of consciousness, coma, and death.

There are simple but important steps to take to find out if your family is at risk for CO poisoning. The questions on the following page will help you do that. Page 27 will give you ideas of what to do to keep the air in your home safe to breathe.

What are the Signs of CO Poisoning?

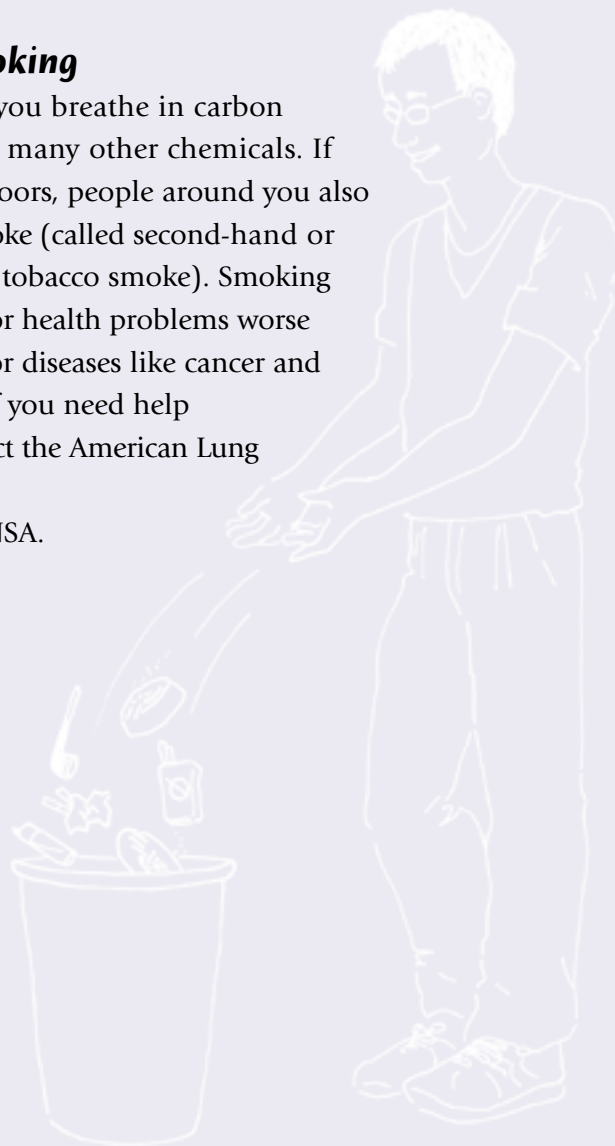
People often think CO poisoning is the flu. That's because it can feel like the flu. Signs of low-level CO poisoning may include:

- Headache
- Nausea
- Vomiting
- Dizziness
- Confusion
- Tiredness
- Weakness
- Sleepiness
- Tightness in the chest
- Trouble breathing
- Changes in senses of sight, smell, hearing, touch and taste.

CO and Smoking

If you smoke, you breathe in carbon monoxide and many other chemicals. If you smoke indoors, people around you also breathe the smoke (called second-hand or environmental tobacco smoke). Smoking can make minor health problems worse and cause major diseases like cancer and heart disease. If you need help quitting, contact the American Lung Association at 1-800-LUNG-USA.

FACT



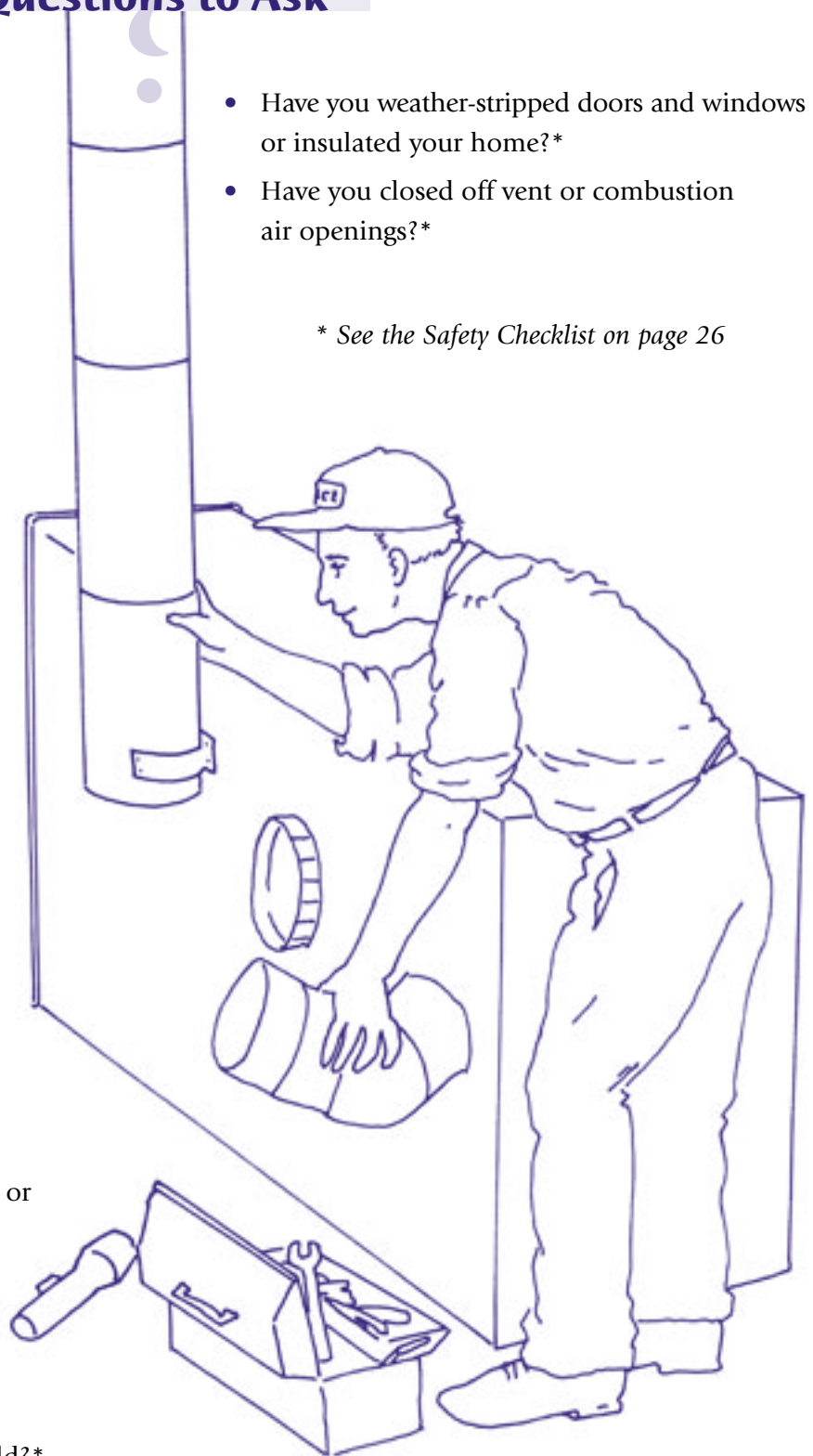
Carbon Monoxide

Questions to Ask

- Do you sometimes use charcoal grills or small gasoline engines inside your home, garage, or closed-in porch?
- Do you have an attached garage?
- Do you sometimes warm up your car inside the garage?
- Has it been more than one year since you or your landlord had your furnace, fireplace, wood stove, chimney or other appliances inspected or cleaned?
- Do you ever use a gas or kerosene space heater or a vent-free gas fireplace?
- Does your home have a carbon monoxide alarm?
- Do you ever use the kitchen stove or oven to heat your home?
- Do you sometimes forget to turn on the kitchen exhaust fan when using the oven?
- Do some of the burners on the kitchen stove burn yellow or orange?*
- Does smoke from the fireplace sometimes come back into the room?
- Are your appliances and furnace in good shape?
- Are the vent pipes for your furnace, boiler, or water heater rusty or falling apart?*
- Do you have a gas water heater that does not have a vent?*
- Is there rust, soot, or dirt on your furnace, boiler, or water heater?*
- Is your furnace or boiler over ten years old?*

- Have you weather-stripped doors and windows or insulated your home?*
- Have you closed off vent or combustion air openings?*

** See the Safety Checklist on page 26*



ACTION STEPS

- **Never** use charcoal grills or run engines inside your home, garage, or basement even for a short time. Charcoal grills and small gasoline engines make a lot of carbon monoxide. Even opening all the windows and doors will not give you enough fresh air to prevent CO poisoning.
- **Never** warm up a vehicle inside the garage. Warming up your car, truck, or motorcycle on a cold day for just a couple of minutes (even with the garage door open) can make enough CO to make you sick. Start lawnmowers, snow blowers, and other yard equipment outdoors.
- Have a heating contractor check your furnace, chimneys, and other sources of CO every fall to make sure everything is okay. (You can find one in the telephone book.) Make sure they use a tool that measures CO. To get harmful gases out of a home, many heating appliances have chimneys. (Chimneys on gas appliances are called vents). The chimney carries CO and other gases from the appliance outdoors. If your appliances and vents are working right there should be little CO in your home. If you rent, ask your landlord to have the heating system checked.
- Make sure chimneys are in good shape—clean and working right. Have your chimney, wood-burning fireplace, or wood stove swept every year. Burning wood nearly always makes a lot of CO. It is very important that all the smoke goes out the chimney.
- If you use unvented kerosene or gas heaters OR a vent-free gas fireplace, follow instructions carefully and always open a window for fresh air. Do not use them while sleeping.

Safety Checklist



If you answered *yes* to any of the starred questions on page 25 pay special attention to this checklist. Remember, putting in and taking care of cooking and heating appliances like stoves and furnaces can be dangerous. Only trained and qualified workers should do this.

- Turn off an appliance or heater that starts making different noises, smells funny, starts sooting, has a yellow or orange-colored flame, or does not seem to be working right. Call a heating contractor for repairs.
- Read and follow the instructions that came with your appliance or unvented gas heater. Never block or disconnect an exhaust vent.
- Provide good ventilation for all heating appliances.
- Keep all wood, paper, cloth, and furniture away from heating appliances.
- Don't block an appliance's air openings or exhaust vents.
- Have furnaces checked every year by a qualified heating contractor.
- Ask the contractor to check for carbon monoxide and look at the vent (chimney) system.
- If you insulate and weather-strip your home, call a heating contractor to make sure there is still enough ventilation.
- If you smell gas or if the smoke detector or the carbon monoxide alarm goes off, leave the building right away and call 9-1-1.

ACTION STEPS, continued

- Put carbon monoxide alarms near each sleeping area and on each floor of your home. (Older models are called carbon monoxide detectors.) You can find them at your local hardware, discount, outlet, or building supply store for \$20 to \$50.
- Never use the kitchen stove or oven to heat your home.
- Always turn on the kitchen exhaust fan when using a non-electric oven or range top.
- Have the kitchen range top fixed before using it if the flames burn orange or yellow.
- Don't use a smoking fireplace until you fix the problem.
- Call 9-1-1 or your local emergency number from a phone outside your home.
- See a doctor or nurse right away. See a doctor or nurse even if you feel better after breathing fresh air. They can check your blood and breath for CO and tell if you need more medical care.
- Treat all alarm soundings as an emergency. Never ignore an alarm sounding!
- Have your home checked out by a qualified heating or appliance contractor. You can find one in the telephone book.
- Don't go back home until all problems have been found and fixed.

Carbon Monoxide Alarms

Carbon monoxide (CO) alarms will help protect you and your family from sickness or death. A good alarm will make a loud noise when CO levels become too high. There are plug-in and battery operated alarms. Look on the package to make sure the alarm is okayed by a qualified testing laboratory, such as Underwriters Laboratory (UL). Check the batteries on a battery-operated alarm every six months. Every home should have at least one alarm. It's best to put one near each sleeping area and on each level of the home. Carbon monoxide alarms do not take the place of checking and taking good care of your home's furnace, fireplace, space heaters, and oven.

If someone in your family shows signs of CO poisoning or if a CO alarm goes off:

- Get outside right away.



Carbon Monoxide

When In Doubt, Check It Out!

- Your local county Extension Office
—look in your telephone book
- Your local or state health department
—look in your telephone book
- The Consumer Products Safety Commission
800/638-2772—www.cpsc.gov/cpscpub/pubs/466.html
- The American Lung Association, 800/LUNG-USA
—www.lungusa.org/air/carbon_facstsheet99.html
- Healthy Indoor Air for America's Homes
406/994-3451—www.montana.edu/wwwcxair/

Notes



Lead

Should You Be Concerned?

Lead poisoning is one of the most serious health threats for children in and around the home. Your children can be poisoned if they get lead in their bodies. Lead may cause learning and behavior problems. It may damage hearing and the nervous system, including the brain.

Where Does Lead Come From?

Lead was used in paint, water pipes, gasoline, pottery, and other places. Even though this metal is not used as much anymore, it still remains in places it was used.

The paint on your walls and windowsills may have lead in it. Household dust (from old, worn paint) may have lead in it. Your drinking water may have lead in it from your water pipes or the solder that joins pipes together. Even the soil outside your home may have lead in it.

It is very important to find out if your home has lead in or around it. There are tests that will let you know and they don't cost a lot.

How Can Lead Poison your Child?

There are many ways. Young children put their hands and everything else in their mouths, so they can eat the dust or chips of lead-based paint without knowing it. Even bits of paint too small to see can come off windows, doors, and walls, creating lead dust. Children who crawl on the floor, put toys in their mouths, or play in soil around their home or daycare can be poisoned.

Children with too much lead in their bodies may not look or feel sick. A simple blood test is the only way to know if your child is being exposed to lead. Ask your doctor or health care provider to test your child for lead.

Lead paint that is in good shape is not an immediate problem. It may be a risk in the future though.

Laws have been passed to ban lead in household paint, gasoline and water pipes. However, many older homes still have lead in them. Finding out if lead is a problem in your home is the first step in protecting your children's health. The questions on the next page can help.



One out of every 40 American children has too much lead in their bodies. The rate of lead poisoning is even higher in cities.

Dust from lead paint is the biggest threat to young children.

Questions to Ask

- Do you live in an older home? Many older homes have lead-based paint or lead water pipes. Lead paint was banned in 1978. Homes built before 1950 are most likely to have lead in paint and water pipes.
- Is there cracking, chipping, or flaking paint in your home?
- Are there places where paint is being rubbed, such as on a door or in a window frame? This can make dust that has lead in it.
- Do you have water pipes made with lead or joined with lead solder? Water that flows through them may contain lead. Lead pipes are dull gray and scratch easily with a key or penny.
- Has your home been recently remodeled or renovated? Projects may leave dust or paint chips with lead.
- Is there lead in the soil outside your home? It may have gotten there from paint on the outside of the building or from industry. Or it may have come from car exhaust from the days when gasoline contained lead. Children can be poisoned if they play in soil that has lead in it or if someone tracks the soil inside the home.
- Does someone you live with work where lead is used? Some jobs that might create lead dust are: construction, bridge building, sandblasting, ship building, plumbing, battery making and recycling, car repair, furniture refinishing, and foundry casting. Workers can bring lead dust home on clothing, skin, or shoes.
- Do you have children under age six who have not had a blood test for lead? Young children should be tested for lead. This is especially true if you live in an older home, if your home has recently been remodeled, or if a brother, sister or a playmate has tested high for lead. Ask your doctor to test your children beginning at six months of age, and then every year until age six.
- Have neighbor children or playmates ever had a high blood lead test?

If you answered yes to any of these questions, your children may be at risk for lead poisoning. Look at the Action Steps on the next page to find out what you can do to protect your children's health!

The Blood Test for Lead

- It only takes a small blood sample to tell if your child has lead poisoning.
- Ask your health care provider about testing.
- Lead levels are measured in micrograms per deciliter ($\mu\text{g}/\text{dL}$).
 - *If your child's level is 10 $\mu\text{g}/\text{dL}$ or more, it is too high.*
 - *You need to find out how she or he is getting the lead.*
- Your health care provider can help you find out what to do.



ACTION STEPS

Have Your Children Tested for Lead

- This test is often free at local health clinics.



Find Out if Your Home Has Lead

- You may need to have your home or water tested. Your local or state health department can tell you how to do this for little or no cost. Many hardware stores also sell low-cost lead testing kits.
- Don't try to remove lead on your own. It should be done by trained and certified workers. You can find a certified lead paint removal company by contacting your local or state health department. Getting rid of lead in the wrong way can make the problem worse! Children and pregnant women need to stay away during a lead removal project.

Protect Your Children From Lead

- Wash children's hands and face often with soap and water, especially before they eat. Wash toys every week.
- Keep down lead-based paint dust with housekeeping. Wipe windowsills, floors, and other surfaces with paper towels, warm

water and soap once a week. Rinse well.

- Never sweep, vacuum, or dry dust in a room that has lead dust. You will not remove the harmful dust and can stir it up. This includes porches, which were often painted with lead paint.
- Don't let children chew or put their mouths on windowsills. Keep cribs away from windowsills and walls.
- If any remodeling is being done, be sure you find out if work is happening on something that contains lead-based paint. Never dry scrape or dry sand lead paint. Don't burn or torch it. Children and pregnant women should stay away while work takes place. Test dust for lead around the remodeling area afterwards.



- If you have lead pipes or pipes joined with lead solder, you can take steps to cut down on the lead in your water:

ACTION STEPS, continued

- Never use hot water from the tap for drinking, cooking, or making formula. Hot water can take more lead out of the pipes.
- When you haven't used any water for a few hours or overnight let the cold water run for a few minutes before using it again. You will know it has run long enough when the water changes temperature. Usually it gets colder. This clears out any water sitting in the pipes that may have collected lead or other metals. (See the chapter on drinking water on page 33.)
- Have your water tested for lead. Call your local or state health department to learn how.
- If someone in your home works with lead, they can bring it home on their clothes. Make sure they shower and change clothes and shoes before coming inside. Wash these clothes by themselves.
- If your yard or the yard at your children's daycare may have lead in the soil, don't let your children play there. Have the soil tested for lead to make sure it's safe. Put in grass or other plants to help keep children away from the soil in the meantime.
- Feed your children a healthy diet. Foods with vitamin C, calcium, and iron can help reduce lead poisoning. Children with lead poisoning often don't get enough iron or other minerals in their diets. Making sure your children get enough of these nutrients can lower how much lead their body takes in.

When In Doubt, Check It Out!

- For blood tests, call your family doctor or public health clinic.
- For testing of paint samples and drinking water, call your local or state health department.
- For a packet of materials or questions about lead, call the National Lead Information Center, toll-free at 800/424-LEAD.
- For information on lead in drinking water, call the EPA Safe Drinking Water Hotline: 800/426-4791 or visit the website at www.epa.gov/safewater.
- Contact HUD about tenants' rights and other housing issues at 800/HUDS-FHA—www/hud.gov.
- For more information on Lead In and Around the Home, see *Home*A*Syst*. The *Home*A*Syst* handbook gives more details about this and other healthy home topics. 608/262-0024 or www.uwex.edu/homeasyst.

This chapter was adapted from "Lead In and Around the Home: Identifying and Managing Its Sources," by Karen Filchak, University of Connecticut Cooperative Extension. In *Home*A*Syst*, An Environmental Risk-Assessment Guide for the Home, ©1997 Regents of the University of Wisconsin System. All rights reserved.

Drinking Water

Should You Be Concerned?

Every day Americans drink more than one billion glasses of water! We also depend on water in our homes to clean, cook, fix baby food and formula, and bathe. If you are like most people, you trust that your water is safe. This is mostly true. Public drinking water in the U.S. is safe for most healthy people. If you have a well or other private water supply, it's up to you to keep your drinking water safe. Whether your water comes from a public or private source, you can take steps to make sure it's safe for you and your children.

There are times when your home water supply may not be safe. Using unsafe water to drink or prepare food can make you sick. Children may have more problems than adults because:

- For their size, children drink more than adults.
- Their illnesses may be more serious because children's immune systems are still developing.
- Their bodies are still growing, so chemicals can harm them more.

What May be in Drinking Water that is Not Safe?

Bacteria and viruses can cause diseases. Drinking water with these germs may cause upset stomachs, diarrhea, or more serious illnesses. It can be worse for children, pregnant women, and sick or older people. Just one drink of water with these germs can make you sick.

Nitrate gets into water from animal and human waste, and from fertilizer. Too much nitrate in your drinking water can cause **blue baby syndrome** in babies under six months old. Babies with this problem often have blue or purple-colored faces because they do not get

enough oxygen in their blood. They need to see a doctor right away. Some experts believe nitrate may also result in birth defects and miscarriages. Baby food or formula made with your drinking water needs to be safe.

Lead and copper are metals that can get into water from your pipes. Too much lead can cause children to have learning and behavior problems, and other illnesses (See pages 29-32 for more information on lead). Babies who get too much copper can have colic and spit up their formula more than normal. Older children and adults may get upset stomachs or diarrhea from copper.

Other harmful chemicals can get into drinking water. Pesticides may get into your water supply by washing off lawns and fields or leaking from storage contain-

ers. Gas or oil can seep into the ground and get into drinking water. Even very small amounts of some chemicals can cause problems, such as damage to kidneys, liver, or other organs. Some cause cancer and others can cause problems if you are pregnant.

Answer the questions on the next pages to find out if your water is safe and what you can do to cut down on risks to your family.

Questions to Ask

Where Does Your Water Come From?

Does your water come from a public water supply, such as the water utility in your city or town? Or do you have a private water supply, such as a well or spring? The questions to ask yourself depend on where your water comes from.

Public Water Supplies

Before reaching your home, water from a public water supply is tested for over 80 different chemicals. If there are problems, the utility has to treat the water to make it safe or tell you that the water is unsafe to drink.

Every year, water utilities give the results of these water tests to customers. They mail reports or print them in a local newspaper. You can also call your water utility to ask what chemicals are found in the water and how they treat it to make it safe.

Public water can become unsafe after it gets to your home through lead or copper pipes. What kind of pipes do you have?

Lead Pipes: Your home, especially if it is older, may have lead water pipes or pipes joined with lead solder. Lead pipes are dull gray and scratch easily with a key.

Copper Pipes: You may have copper pipes. These are reddish-brown in color.

ACTION STEPS

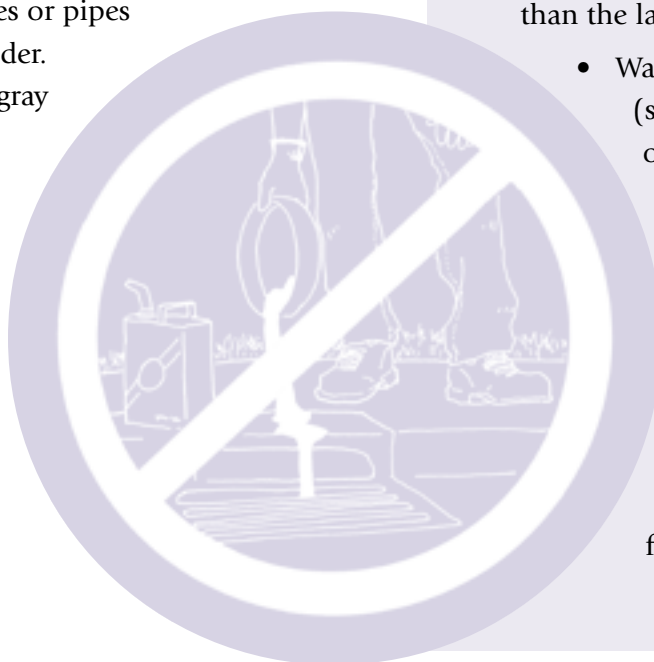
Clear the Pipes—Follow this simple step if lead or copper are problems in your home.

When you haven't used your water for a while (like when you wake up in the morning or when you get home from work), you need to clear out the pipes. Let the cold water run for two or three minutes or until you feel the temperature change, before you drink it or use it for cooking. This will flush out water that has sat in the pipes and picked up lead or copper. Never use hot water from the tap for cooking, drinking, or making formula because the heat helps dissolve the metals faster. Use cold water and heat it on the stove or in the microwave.

Help Protect Water Supplies

You may not know it, but the public water supply is local. Your water may come from the groundwater that is under your home. It may come from the river or lake nearby. What you do can help keep it clean or pollute it.

- If you use poisons to kill bugs or weeds, follow what the label says. Never use more than the label says.
- Watch where you store chemicals (such as bleach, paint, or pesticides) outside. Make sure that the bottles are closed tightly and have labels that say what they are.
- Do not throw chemicals in the garbage or down the drain. Read the label for disposal instructions. Give leftovers to someone who will use them or call your local or state health department to find out how to get rid of them.



ACTION STEPS, continued

- Clean up after your dog. Don't leave pet waste on the ground where rain can wash the germs into rivers and lakes. It's best to flush it down the toilet.

Private Water Supplies

You may have a private water supply, such as a well, for your drinking water. Your well is your responsibility. You need to make sure it is clean and safe.

Test Your Well Water

Has it been more than two years since your water was tested? You cannot see, smell, or taste most problems so you need to have your water tested at a laboratory. Well water is usually tested for bacteria and nitrate. You may want to have your water tested more often or for other pollutants, like pesticides, if you have had problems in the past. Call your local or state health department to find out how to have your water tested.

Protect Your Water Supply

You also need to take care of your well, especially if it is old.

Do you know where your well is?

Find your well. Is it uphill from animal pens, manure, pet waste, septic systems, dumps, or places where chemicals are stored?

What kind of well do you have?

- A dug or bored well usually has a big hole, two feet across or more, and is less than 50 feet deep. These wells may be less safe because chemicals and bacteria can easily get into the water through the top and sides
- A drilled well usually has a narrow hole (4-10 inches around) and is deeper, sometimes hundreds of feet.
- A driven point or sand-point well is 1-2 inches around and may not be deep.



If you do not know what kind of well you have, contact a local well driller. You can find one in the telephone book.

Do you know how old your well is?

If it is more than 20 years old it may need a checkup. You may need to test your water more often.

Is your well in good shape? You want to keep things from above ground out of your water supply.

ACTION STEPS, continued

- The well casing needs to stick up above the ground, up to 12 inches but local rules vary. Your local or state health department has the information.
- There should be no gaps or spaces between the well casing and the material or soil around it.
- Make sure the casing does not have holes or cracks.
- Does the well cap fit tightly? Are any openings or vents covered by a screen?
- Be sure there is not a low area near the well where rainwater can collect. Rainwater carrying pollutants can get into well water.
- Don't keep gas, oil, weed killer, or other chemicals in your well house.

Use devices on the ends of faucets to keep water from flowing back into your water supply.

These are called *back flow prevention devices*. They help keep pollutants from washing back into the hose and into your drinking water.



Do you have unused wells on your property?

Unused wells that have not been properly filled and capped can let pollution into groundwater and make your drinking water unsafe. If you have an unused well, ask your local or state health department how to seal it.

What kind of pipes do you have?

See the section on "Clear the Pipes" on page 34 to find out how to make sure harmful metals are not getting into your drinking water from your pipes.

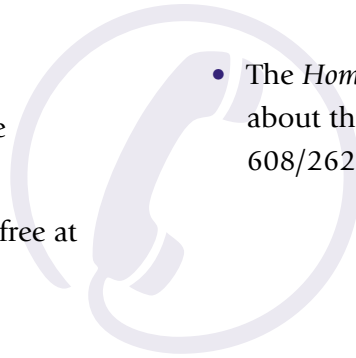
FACT

95% of people living in rural areas drink water from private sources.

Drinking Water

When In Doubt, Check It Out!

- Your local water company
- Your local Cooperative Extension office
- Your local or state health department
- EPA's Safe Drinking Water Hotline toll-free at 800/426-4791
- The *Home*A*Syst* handbook gives more details about this and other healthy home topics. 608/262-0024—www.uwex.edu/homeasyst



Notes

This chapter was adapted from "Drinking Water Well Management", by Bill McGowan, University of Delaware Cooperative Extension. In *Home*A*Syst*, An Environmental Risk-Assessment Guide for the Home, ©1997 Regents of the University of Wisconsin System. All rights reserved, and "Your Guide to Public Water", by Alyson McCann, University of Rhode Island Cooperative Extension, February 2000, Rhode Island *Home*A*Syst* program.

Hazardous Household Products

Should You Be Concerned?

Do you have these products in your home? Bleach, rat poison, mothballs, charcoal lighter fluid, oven cleaner, batteries, mercury thermometers, gas, oil, wood polish, toilet and drain cleaners, shoe polish, bug spray?

Household products like these are dangerous for your children!

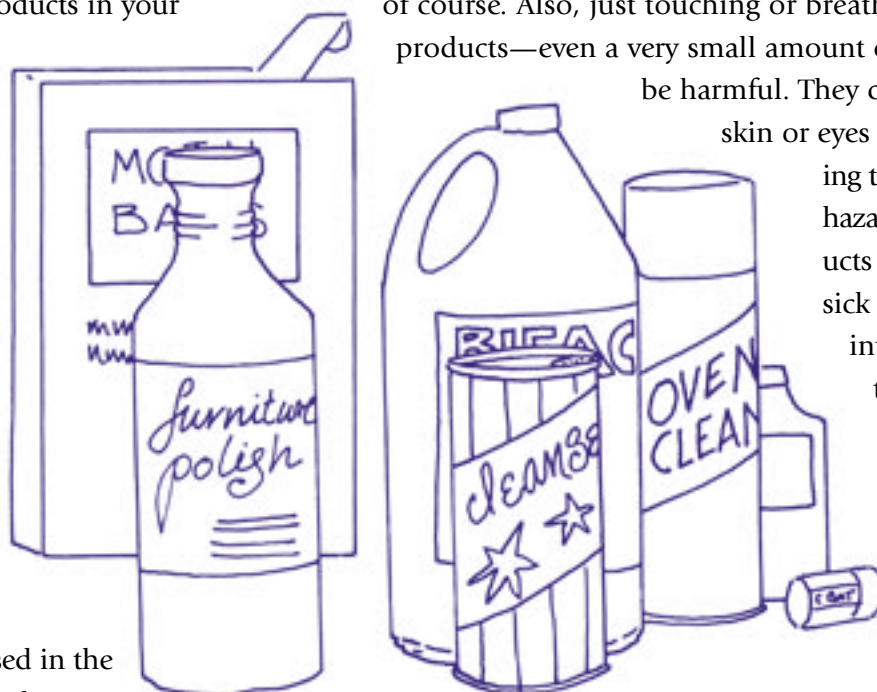
Household products are called hazardous if they can harm people when not used in the right way. Not every product is hazardous and some are more dangerous than others.

You can use most products safely if you follow the directions on the label. Doing things that are not on the label is risky for your health and your family's. People run into trouble by using too much of a product, or by mixing two products together, for example.

Children can be poisoned if products are stored or thrown away unsafely. Children's bodies are small, so even a little bit of some chemicals can cause big problems.

Eating or drinking a hazardous product is dangerous,

of course. Also, just touching or breathing some products—even a very small amount of them—can be harmful. They can burn your skin or eyes just by touching them. Some hazardous products can make you sick if they get into your body through your skin or when you breathe in their dust or fumes.



Sometimes you know right away if you or your child has come into contact with a hazardous product. You may feel sick to your stomach or dizzy. Your skin may itch or burn. Your eyes may water or hurt.

Other problems don't show up until later, like cancer or harm to your lungs. Also, coming into contact with chemicals can affect a child's growing body.

You can protect your children and yourself from illness and injury. Use hazardous products safely. Store them carefully. Dispose of them properly. *The following pages will help you learn more.*

In Case of Emergency

You can reach your local Poison Control Center by calling 1-800-222-1222 from anywhere in the country. Put this number next to all of your telephones and where you store your hazardous products.

In 2000, nearly 20,000 children were exposed to or poisoned by household chlorine bleach.

Hazardous Household Products

Questions to Ask

Use Safely

Do you use hazardous household products safely?

- Read the label. That is one of the most important steps in using products.
- Look for words like **caution**, **warning**, **flammable**, **harmful**, **danger**, **poison**. These tell you that a product may be hazardous. If you see these words on a label, take extra care.
- Look for special instructions on the label such as: "Work in well ventilated area." This means work outside or with the windows open. The fumes can make you sick if you do not have enough fresh air.
- "Wear protective clothing." This means wear goggles or safety glasses, gloves, long sleeves, or other coverings. The right clothing can prevent burns or keep chemicals from going into your body through the skin.
- Never mix products unless the label says it is safe to do it. For example, never mix products containing chlorine bleach with products containing ammonia. You will make a deadly gas by mixing these together.
- Keep children and pets away while you use hazardous products.
- Always put the cap back on and put away the product right after you finish using it.

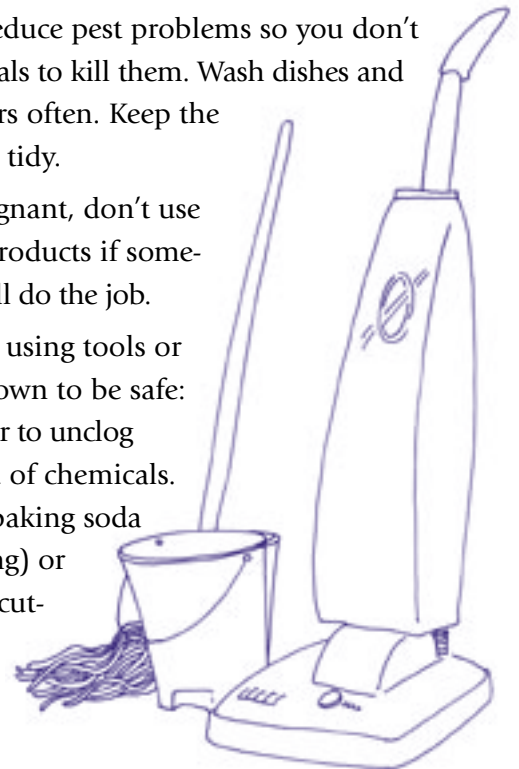


- Never leave the product or container where children can see it or reach it.
- Don't eat, drink, or smoke when using hazardous products.
- Be ready in case there's an accident: Put the Poison Control Center telephone number, 800/222-1222, where you can find it quickly in case of an emergency. Tape it to the wall by your kitchen phone, for example.
- Buy *Syrup of Ipecac* at your local drugstore and keep it handy. This medicine makes a person throw up. But only use it when a doctor or the Poison Control Center tells you. Sometimes throwing up makes the poisoning worse.

Use Less

Can you cut down on the hazardous products in your home?

- Do you buy only what you need, so you don't have extras?
- Prevent or reduce pest problems so you don't need chemicals to kill them. Wash dishes and wipe counters often. Keep the garbage area tidy.
- If you're pregnant, don't use hazardous products if something else will do the job.
- Think about using tools or products known to be safe: Use a plunger to unclog sinks instead of chemicals. Clean with baking soda (for scrubbing) or vinegar (for cutting grease).



Hazardous Household Products

Questions to Ask

Store Safely

Do you store hazardous household products safely?

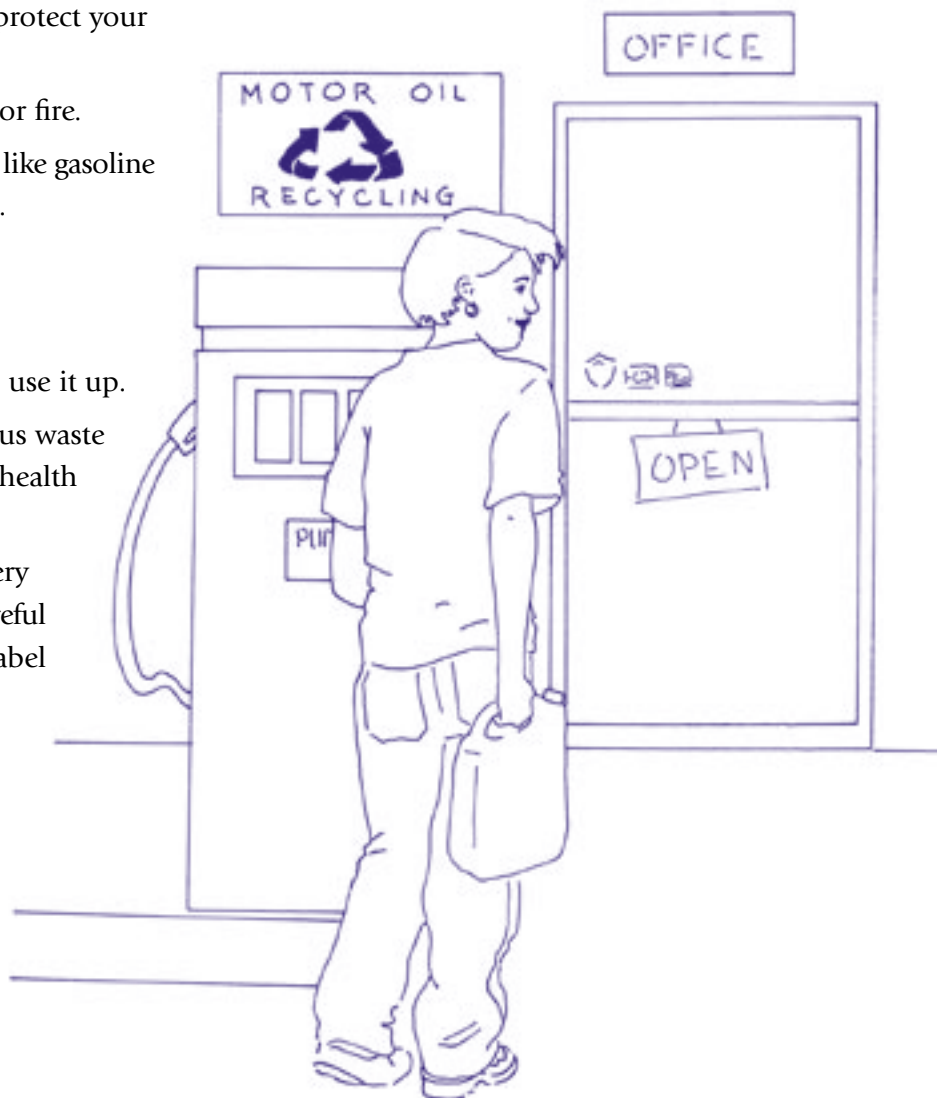
- Keep them away from children. A locked, secure place is best.
- Store them in the package, can, or bottle they came in. Never put them in another container (especially one for food or drink)! This helps prevent poisoning and keeps the label instructions with the product.
- Keep containers and packages dry. Close them tightly.
- Set containers inside a plastic bucket in case of leaks.
- Store products at least 150 feet away from your well, cistern, or water pump. This will protect your water supply and your health.
- Keep products away from heat, sparks, or fire.
- Store batteries and flammable chemicals like gasoline in the shade, away from direct sunlight.

Safe Disposal

How do you get rid of leftover products?

- Share the extra with someone who will use it up.
- Take leftovers to a community hazardous waste collection point. Ask your local or state health department where this is.
- Some products—like pesticides—are very hazardous. You will even need to be careful how you dispose of the container. The label will tell you what to do.
- Never dump or burn hazardous products on your property. Dumping or burning them near a water supply is very dangerous.

- Never burn hazardous wastes in a barrel or stove. Burning may let off toxic gases and make hazardous ash and smoke. And, it's against the law in many states.
- Recycle used motor oil or antifreeze. Many communities have places for you to do this.
- Mercury is a threat to health. Products that have mercury in them are fluorescent bulbs, thermometers, thermostats, and blood pressure meters. Call your local trash department or health department to find out where to recycle products with mercury.



ACTION STEPS

Here are some ways to protect your family's health.

- Buy only what you need to do the job.
- Use products known to be safe when possible.
- Read and follow directions on product labels—always!
- Post the Poison Control Center telephone number next to the phone.
- Never mix two products together unless you are certain it is safe to do so.
- Never mix bleach and ammonia
- Keep all hazardous products, including bleach, in a cabinet out of reach of children.
- Buy products in childproof containers.
- Keep hazardous products in their original containers.
- Give leftover products to someone else to use.
- Find out about your community's hazardous waste collection points.
- Recycle products that you can—oil, antifreeze, products with mercury.
- Never burn or dump leftover products or containers.

When In Doubt, Check It Out!

- Call your local Poison Control Center 800/222-1222
- Call your local Cooperative Extension office
- Call your local or state health department
- Contact the Consumer Products Safety Commission: 800/638-2772 • www.cpsc.gov
- Contact Healthy Indoor Air for America's Homes: 406/994-3451 or visit the website at www.montana.edu/wwwcxair/
- The *Home*A*Syst* handbook gives more details about this and other healthy home topics 608/262-0024 or www.uwex.edu/homeasyst
- EPA's Consumer Labeling Initiative www.epa.gov/opptintr/labeling/index.htm

Notes



Pesticides

Should You Be Concerned?

Many families are bugged by pests. Cockroaches, flies, rats, and mice carry disease and can get into food. Roaches and house dust mites can make allergies and asthma worse. Fleas and ticks riding into the home on pets or clothing can carry disease. The bites of rats and certain spiders can make children and others very ill.

Pesticides are things like bug spray, pet flea collars, rat poison, and garden weed killer that can prevent and kill pests. Pesticides can pose a real danger if you do not use them in the right way. Some may cause poisoning, birth defects, nerve damage, and even cancer. They can make allergies or asthma worse. Breathing fumes or dust from pesticide powders and sprays can be harmful. Touching a floor where pesticide was used can also be dangerous.

Children are especially at risk. When they crawl and play on floors and lawns, they can come into contact with any pesticides used there. Young children put their hands, toys, and other things in their mouths. They may have touched pesticides on the floor or grass.

The biggest danger is poisoning. Children can accidentally poison themselves if they play with, eat, or drink pesticides that are not stored safely.

Almost one-half of homes with a child under five have pesticides stored within reach of children.

POISONED BY CHEMICALS: Don't let this happen to your child

- **A five-year old boy** drinks from a bottle of bleach that he found under the bathroom sink.
- **A three-year old girl** tries to spray her hair the way Mommy does, but sprays an aerosol disinfectant in her eyes instead.
- **A baby** who has just begun to crawl eats green pebbles from behind the sofa. They look like candy but are really rat poison.

The good news is there are lots of things you can do to protect your family's health and safety. Ask yourself the questions on the following page to see if pesticides may be a threat in your home. Safe pesticide use depends on you!



Questions to Ask

Why Do You Have Pests?

- Does your home have loose or torn screens or broken windows?
- Are there gaps or holes in the building that could let in pests?
- Are counters and floors sometimes dirty? Do dishes go unwashed?
- Is there spilled food anywhere in your home?
- Do you keep your garbage where ants, roaches, rats, mice, or other animals can get into it?
- Does your plumbing or roof leak?
- Do you store food in containers or boxes that don't have covers?

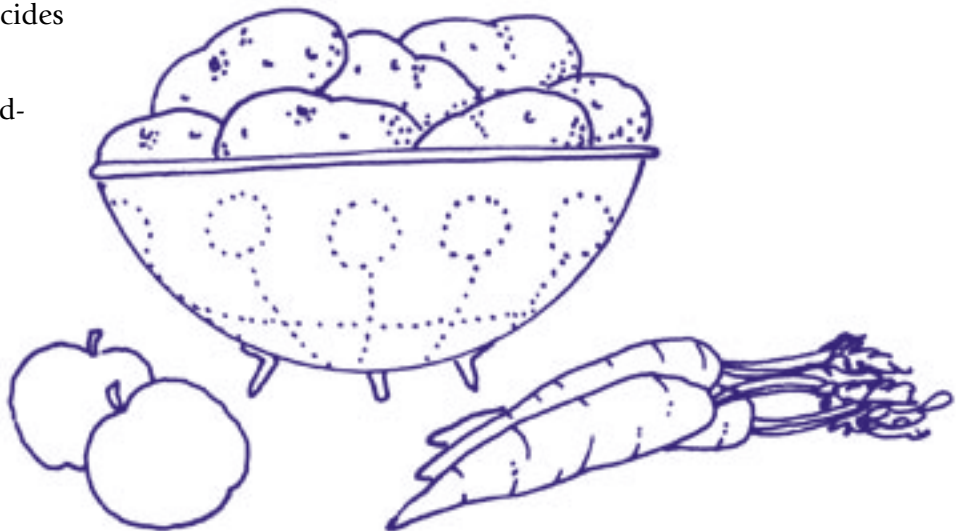
How Do You Store and Dispose of Pesticides?

- Do you ever store pesticides in containers other than the package they came in?
- Do you sometimes have extra, leftover pesticides around the home?
- Do you store pesticides where children can reach them?
- Do you keep pesticides near food?
- Do you throw empty pesticide containers away without rinsing them?
- Do you leave empty pesticide containers where children can reach them?

Do You Use Pesticides Properly?

Never take it for granted that a pesticide is harmless.

- Do you (or a pest control company) ever use airborne pesticides like flea bombs or roach sprays indoors instead of baits? Bombs and sprays spread pesticides over a larger area, making it more likely someone will come into contact with them.
- Do you use flea collars, sprays, or powder on your pets? These contain pesticides that may harm people.
- Do you use pesticides without reading the label?
- Are children or pets in the room when you use pesticides?
- Do you eat, drink, or smoke while using a pesticide?
- Do you use care when you put bug repellent on your children?
- Do you serve fruits and vegetables without washing them well?



ACTION STEPS

Keep a Clean Home

- Wash children's hands, bottles, pacifiers, and toys often. Regularly clean floors, windowsills, and other surfaces.
- Keep a tight lid on trashcans and empty them often.
- Store food in tightly sealed containers.
- Make sure people in your home eat at the table. Don't let them walk around with food.
- Wipe up spills and crumbs right away.
- Clean up dirty dishes right after eating.
- Clean your home well after treating for roaches to reduce roach allergies.
- Pests need water. Keep them from getting it by fixing leaks and not leaving dishwater in the sink overnight.
- Control fleas by washing bedding often, shampooing pets, vacuuming floors, and using flea combs and traps.
- Get rid of stacks of newspaper, papers, bags, and cardboard boxes that make good homes for pests. Recycle them if you can.

Keep Pests Out of Your Home

- Seal cracks and crevices where pests can get in your home.
- Check things like bags and boxes for roaches before bringing them inside.
- Teach your children not to share combs, hats, or coats at school or daycare.

Use Pesticides Safely

- Read the label and follow the instructions. Use only the amount directed and for the purpose listed.

- Place all pesticides, including baits, out of the reach of children.
- When using a pesticide, keep children away until it has dried or for the time the label recommends.
- Protect your skin, your eyes, and your lungs while using pesticides.
- Always wash your hands after use. Never smoke, eat, or drink while using a pesticide.
- Look for signal words. All pesticide labels include words such as **Caution**, **Warning**, or **Danger** to warn you about a product's hazards.



ACTION STEPS, *continued*

- Wash clothing you wore while using a pesticide in a separate load from other laundry.
- If you have questions about using a pesticide, call the company that made it. An 800 number should be on the label. You can also call the National Pesticide Information Center at 1-800-858-7378.
- Mix and use only the amount you need so you don't have leftovers.
- Mix pesticides outdoors or in an area with plenty of fresh air (Never mix them in the kitchen).

Storing and Disposing of Pesticides

- Store pesticides where children and pets can't reach them or in a locked cabinet.
- Store pesticides only in the container they came in. Never put them in a soft drink bottle or any other kind of container.
- Follow the directions on the label for the right way to throw away pesticides.
- Never use an empty pesticide container for something else.

The word **Caution** shows up on a pesticide label when a product is the least harmful to people.

Warning means a product is more poisonous than one with a Caution label.

Danger means a product is very poisonous or irritating. Use a pesticide that has this word on its label with extreme care because it can burn your skin or eyes very badly.

IN CASE OF EMERGENCY

*You can reach your local **Poison Control Center** by calling **1-800-222-1222** from anywhere in the country.*

Put this number next to all of your telephones and where you store your hazardous products.

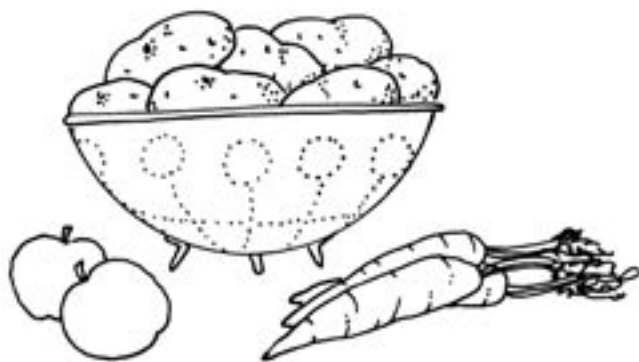
Bug Repellant

When putting bug repellant on children, read all directions first. Do not use over cuts or broken skin. Do not apply to eyes, mouth, hands, or directly on the face. Use just enough to cover skin or clothing. Don't use it under clothing.

Helpful Tips

Tips For Your Lawn and Garden

- Use lawn seed and plants that grow well in your area and fight disease.
- Think about putting up with a few weeds or insects, rather than using pesticides.
- Use your muscles. You can keep down weeds by hand pulling or hoeing.
- Clean up dead leaves and debris to get rid of homes for pests.
- Make sure you know what the pest or problem is before using a pesticide.
- Use pesticides only where the pests are.
- Your local Cooperative Extension office can help with lawn and garden care.



Tips For Preparing Food

- Wash and scrub all fruits and vegetables under running tap water.
- After washing, peel fruits and vegetables when possible.
- Throw away the outer leaves of leafy vegetables like lettuce and other greens.
- Trim fat from meat and skin from poultry and fish—some pesticides collect in fat.
- Eat lots of different foods from lots of different sources.

Pesticides

When In Doubt, Check It Out!

- EPA Office of Pesticide Programs, 703/305-5017
—www.epa.gov/pesticides
You can order these publications:
Help! It's A Roach: A Roach Prevention Activity Book
Citizen's Guide to Pest Control and Pesticide Safety
10 Tips to Protect Your Family From Pesticide and Lead Poisoning
Pesticides and Child Safety
Pesticides and Food: What You and Your Family Need to Know
- National Pesticide Information Center
800/858-7378—www.npic.orst.edu
- Food and Drug Administration Food Safety Information Service Hotline, 888/SAFE-FOOD (888/723-3366), 10 a.m. to 4 p.m. Monday through Friday
- The Home*A*Syst handbook gives more details about pesticides and other healthy home topics. 608/262-0024—www.uwex.edu/homeasyst
- For more information on non-toxic pest control contact the Bio-Integral Resource Center 510/524-2567—www.birc.org

Notes



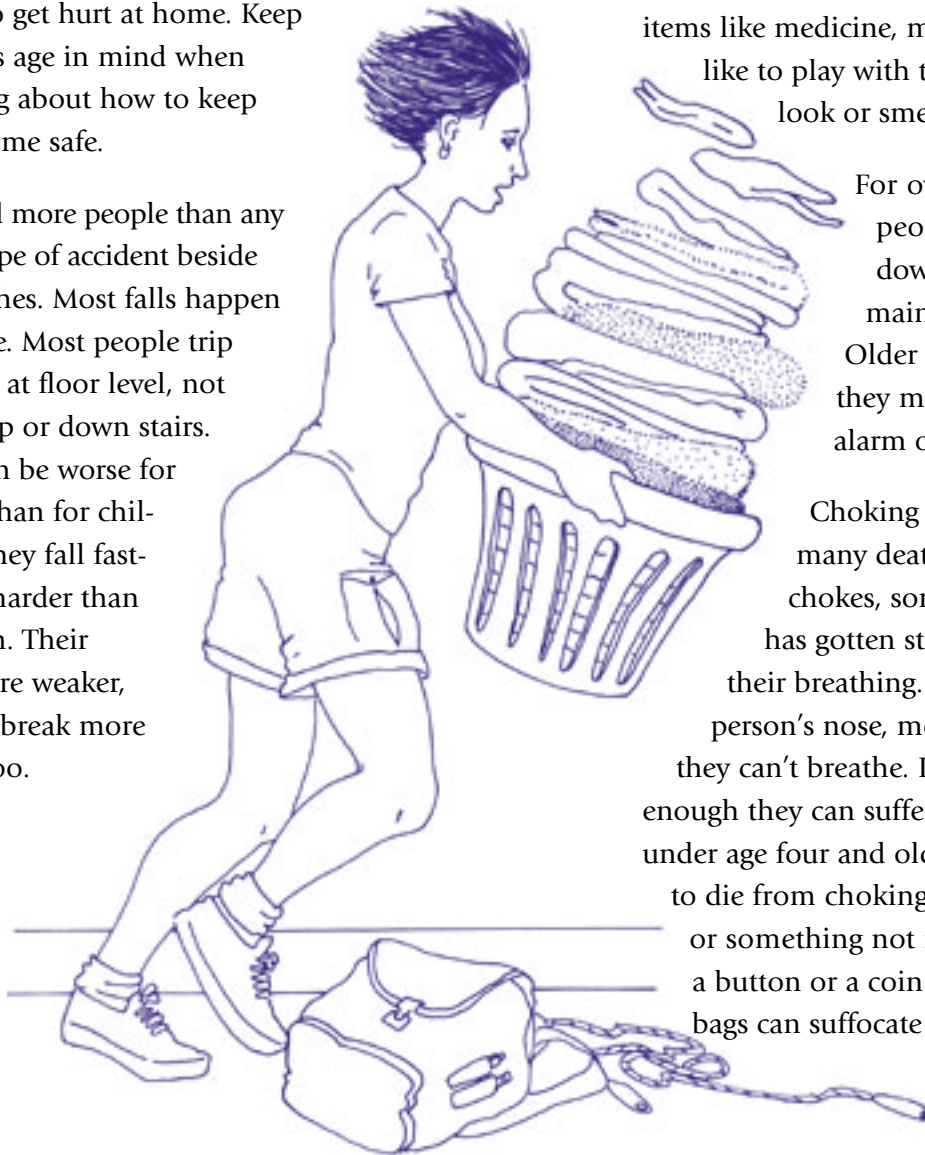
Home Safety

Should You Be Concerned?

Did you know that your chances of getting hurt at home are much higher than they are at work or school? The leading causes of death in the home are falls, drowning, fires, poisoning, suffocation, choking, and guns. The good news is that there are simple steps you can take to protect yourself and your family. This section will help you ask questions to find out if your home is a safe place to live and how to make it even safer.

Very young children and older adults are the most likely to get hurt at home. Keep people's age in mind when thinking about how to keep your home safe.

Falls kill more people than any other type of accident beside car crashes. Most falls happen at home. Most people trip and fall at floor level, not going up or down stairs. Falls can be worse for adults than for children. They fall faster and harder than children. Their bones are weaker, so they break more easily too.



In the U.S., more than one million children age five and under are poisoned each year.

Young children are curious and get into everyday things that can hurt or even kill them. More of them become sick or die from eating or drinking common items like medicine, makeup, and plants. Children like to play with these things because they can look or smell good.

For over a decade, the number of people who die in fires has gone down. Yet fires are still one of the main causes of death in the home. Older adults are most at risk because they may not be able to respond to an alarm or get out of a building quickly.

Choking and suffocation also cause many deaths in the home. When a person chokes, something like a piece of food has gotten stuck in their throat and stopped their breathing. Suffocation happens when a person's nose, mouth, or throat is blocked and they can't breathe. If someone stops breathing long enough they can suffer brain damage or die. Children under age four and older adults are the most likely to die from choking. People can choke on food, or something not meant to be eaten at all, like a button or a coin. Sheets, blankets, and plastic bags can suffocate people who get caught in them.

Home Safety

Drowning kills more than 1,000 children ages 14 and under each year. For every child who drowns, another 20 children go to the hospital or emergency room because they almost drowned.

It takes just a few easy, fairly low-cost steps to keep

your children safe from many everyday dangers. The questions below and on the next page will help you find safety problems at home. Page 51 will give you ideas about what to do. Remember, making your home safer for everybody may mean taking more than one step.

Questions to Ask

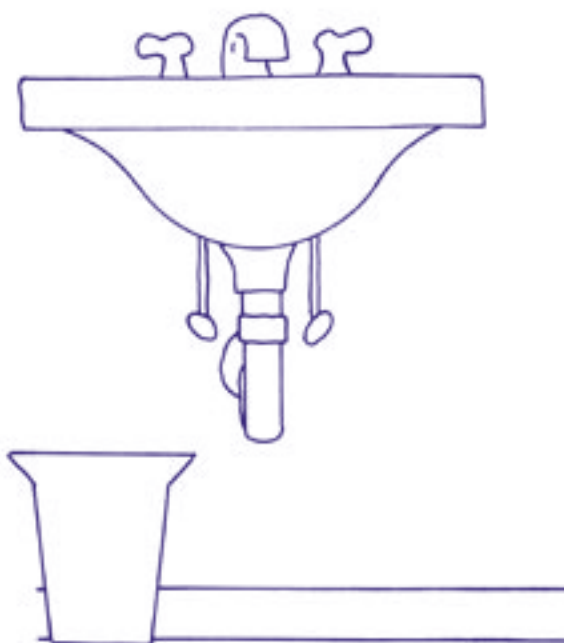
Slips, Trips, and Falls

- Do you keep your floors—especially hallways and stairs—free of things that might make people slip or trip?
- Are your stairs in good shape?
- Are there throw rugs in your home?
- Do you know the safe way to carry big loads?
- Is your home well lighted?

Is Your Home Poison-Proof?

To poison-proof your home, look through each room through the eyes of a child. Is anything that can hurt your child within her or his reach?

Any room can have something in it that can hurt a child: the kitchen, bathroom, bedrooms, living room, basement, garage, or laundry room. Most poisonous products are where people keep cleaning supplies. (See the chapters on Hazardous Household Products page 38 and Pesticides page 42 for more information.)



Home Safety

Questions to Ask

Fires and Burns

- Does your house or apartment have at least one smoke alarm?
- Where do you store matches and lighters?
- Have you talked about fire safety with your children?
- Do you have a fire exit plan in case your home catches fire?
- Do you use space heaters safely and with a window open?

Carbon monoxide is deadly gas you can't see or smell. It comes from combustion appliances like gas heaters, furnaces, stoves or dryers. Car exhaust also has carbon monoxide. See the chapter on carbon monoxide on page 23 to learn how to protect your family from this hidden danger.

To protect your family, put in a carbon monoxide alarm!



Watch Out Around Water

- Do you have a pool or does your child go swimming a lot?
- Does the pool you use have a fence around it?
- Do you ever leave toys in the pool?
- Does your child run around the pool?
- Do you ever visit lakes, beaches, or rivers?
- Do you watch your young children in the bathtub?

Pools are very dangerous for infants and toddlers. A toddler who falls in may die or get brain damage. Toddlers love to play in the water. But they don't know that even shallow water can hurt or kill them. Running children can fall down and hurt themselves badly. Children need to be watched around water at all times.



Choking

- Do you keep a close eye on young children at meals and at playtime?
- Do you pick out toys that are right for your child's age?

Young children like to put things in their mouths. Balloons, toys, and toy parts that are small enough to fit into a child's mouth may cause choking. You also may not be able to get them out if they get stuck.

ACTION STEPS

Prevent Slips, Trips, & Falls

- Keep your floors clear of anything that may cause tripping. Pick up hazards such as toys, shoes and magazines.
- Clean up spills right away so people won't slip.
- Repair any stairs that are cracked or worn.
- If there are rugs in your home, use non-skid mats and throw rugs.
- When carrying large or heavy loads, make sure you can see where you're going. Ask for help if you need it.
- Keep your home well lit so you can see where you're walking at night.

Other tips

- Don't use chairs or tables as makeshift ladders.
- Wear shoes with non-skid soles and put young children in non-skid socks.
- Teach your children not to run indoors or jump down stairs.
- Teach your children and other family members about the dangers of falling and how to stay safe.



Poison-Proof Your Home

Use this guide to poison-proof your home room-by-room:

• Kitchen

Your kitchen is one of the most dangerous places for a child. Drain openers, detergents, oven cleaners, and other cleaners can hurt you and your children. Put safety latches on all cabinets and drawers with harmful products. Even better, put them in a place that children can't reach. Children often get into dangerous products while someone is using them. If you can, keep your children out of the room while you're cleaning.

• Bathroom

Things in your medicine chest—like medicine, makeup, mouthwash, first aid supplies, deodorants and cleaners can hurt children. Keep these out of their reach. Put a safety latch on your medicine chest.

• Bedroom

Keep medicine, medications, perfumes, makeup, and cigarettes out of children's reach.

• Living Room

Things to look for in the living room are: liquor, cigarettes, furniture polish, lamp oil, and some plants. Keep these out of reach.

• Garage, Basement, and Laundry Room

These are some of the most dangerous places in your home. There are lots of chemicals and poisons in them that can hurt or kill a child: bleach, anti-freeze, gasoline, kerosene, car polishes, car batteries, paints, paint removers, mothballs, bug spray, road salt, and more. It's safest to keep children out of these places altogether.

ACTION STEPS, continued

Make sure any medicine is stored in child-safe packaging. But remember, child safe doesn't mean child-proof, so keep medicine out of reach.

Do you know what to do if someone in your home gets poisoned? If you think someone has been poisoned, *call your local Poison Control Center right away at 1-800-222-1222.* Keep this number next to *all* of your telephones. Make sure you know:

- Brand-name of product
- Type of product
- Contents as listed on label
- About how much the person ate or drank
- How the person came in contact with the poison (mouth, skin, etc.)
- How long the person was in contact with the poison
- The person's age and weight
- How you tried to help the person, if you did

Prevent Fires and Burns

Put in a smoke alarm on every floor of your home in or near every sleeping area. This will cut in half the chances of someone dying in a fire.

Playing with fire—matches, lighters, stoves or heaters—is the leading cause of fire-related death for children five and under. Storing matches, lighters, and other heat sources in a safe place like a locked drawer will help keep your children from playing with them. Don't let children play near the stove or grill either.

Teach your children how to prevent fires, and what to do if there is a fire. It can make the difference between life and death. Talk about fire safety with your children. Your local fire department can help.

Plan and practice a fire escape route with your family. Do this at night and with the lights off so you'll be ready if there is a fire. Take special steps for getting children, the elderly, and people who may not be able to save themselves out of the building.

Space heaters such as electric or kerosene heaters cause most burns at home. Keep them out of doorways, halls, or other busy areas. Also, keep them at least three feet from curtains, bedding, or other things that could catch fire. Teach children that heaters will burn. Even better, put up a barrier to keep children and pets away.



ACTION STEPS, continued

Prevent Choking and Suffocation

Everyday foods can cause choking. Hot dogs, nuts, popcorn, and hard candy can easily get stuck in a small child's throat. Don't let your young children eat them. Even drinks, like formula, milk, or juice can make babies choke if they drink them lying down, especially from a bottle. Make sure children drink sitting up. Keep a close eye on the young children in your home.

Don't let your children play with balloons. Other household items that can cause problems are coins, marbles, and buttons, so keep your floor picked up. Finally, don't let children play near cars or old appliances. They can suffocate and die if they become trapped in a car trunk or old refrigerator.

Young children can get tangled up and suffocate in curtains, window blind cords, and extension cords. Plastic bags and covers are also dangerous. Don't tie toys or pacifiers to children's clothes. Very small children should not wear jewelry around their necks.

Toys with small parts or long cords may strangle or cause a child under the age of four to choke. Read a toy's package to make sure it's right for your child.

Watch Out Around Water

If you have or use a pool—Watch children under the age of 12 at all times around pools. Make sure they walk on the pool deck.

All pools, hot tubs, and spas should have a fence at least five feet high, with a self-closing, self-latching gate around them. It's important that this fence be one that children cannot climb. Don't think of your home as part of the fence, because children can open doors to get to a pool.

Take all toys out of the pool area after swimming so children won't go back into the water and play by themselves.

Children should wear life jackets or vests while on docks or at beaches or rivers. Never let a child swim alone!

Never leave a young child alone in the bathtub. Children can drown in only a couple inches of water.



ACTION STEPS, *continued*

Other Safety Concerns

- Older children and adults should learn first aid and CPR (Cardiopulmonary Resuscitation) so they can help if someone gets hurt. Your local Red Cross offers classes.
- Never let children ride on equipment such as lawn tractors. They may get hurt if they fall off.
- Get safety gear like helmets and kneepads for children riding bicycles, in-line skates, ATVs, scooters, and skateboards. Set a good example by wearing safety gear yourself.
- Store guns safely—unloaded and locked up.
- When traveling by car, make sure that children under 12 ride in the back seat. Use car seats for infants and toddlers under 40 pounds. Use booster seats for children until they are eight years old.

When In Doubt, Check It Out!

- Your local county Extension Office
—look in your telephone book
- Your local or state health department
—look in your telephone book
- For information on product recalls: The Consumer Products Safety Commission at 800/638-2772
—www.cpsc.gov
- National SAFE KIDS Campaign, 202/662-0600
—www.safekids.org, 1301 Pennsylvania Avenue, NW, Ste. 1000, Washington DC 20004
- The American Red Cross—www.redcross.org
- National Safety Council, 800/621-7619
—www.nsc.org

Notes



Index

- Alarms, carbon monoxide**, 27
- Allergies**, 1-2, 6-9, 11-20, 42, 44
- Asthma**, 1-2, 6-9, 11-20, 22-23, 42
- Bronchitis**, 8
- Bleach**, 4, 19-21, 34, 38-39, 41-42, 51
- Bug Spray**, 1, 4, 6, 38, 42, 51
- Carbon monoxide**, 1-3, 6-7, 9, 15, 23-28
- Carpet**, 8-9, 13-14, 17-18, 20
- Chemicals**, 1, 3-5, 7-9, 24, 33-36, 38-40, 42, 51
- Choking**, 4, 48, 50, 53
- Cockroaches**, 8, 12, 14, 42, 43, 44
- Combustion Appliances**, 7, 23, 50
- Drinking water**, 1, 3, 29, 32-37
- Dust**, 5-9, 12, 14-15, 29-31, 38, 42
- Dust mites**, 12, 14-15, 42
- Falls**, 4, 48-51
- Fire Safety**, 50, 52
- Food**, 5, 33, 9, 11, 13-14, 16, 33, 40, 42-44, 46-47, 48
- Home safety**, 1, 4, 48-54
- Household products**, 1, 4, 7-8, 38-41, 49
- Indoor air quality**, 1-2, 6-10, 22
- Labels**, 15, 34, 41, 44
- Lead-based paint**, 29-31
- Lead poisoning**, 3, 7, 29-30, 32, 47
- Mercury**, 38, 40-41
- Moisture**, 1-2, 17-22
- Mold**, 1-2, 6-7, 9, 12, 15, 17-22
- Pesticides**, 1, 4, 6, 14, 33-35, 40, 42-47, 49
- Pests**, 1, 4, 6, 9, 12, 14, 42-44, 46
- Pets**, 2, 7-9, 12-13, 15, 21, 39, 42-45, 52
- Paint**, 3-4, 7, 29-32, 34, 51
- Poisons**, 1, 34, 51
- Radon**, 2, 6, 8-10
- Signal words**, 44
- Smoke alarm**, 50, 52
- Smoke detector**, 26
- Solvents**, 7
- Space heaters**, 18, 23, 27, 50, 52
- Smoking**, 7-8, 15, 23-24, 27
- Ventilation**, 26
- Water**, 1, 3, 5, 14-15, 18-21, 23, 25, 29-38, 40, 44, 46
- Water Pipes**, 3, 29-30, 34
- Weeds**, 34, 46
- Wells**, 3, 19, 35-36
- Yard**, 26, 32

Congratulations!

You have taken the first step toward a safe and healthy home!

*If you have more questions about the health
and safety of your home contact:*

US Department of Housing and
Urban Development:
www.hud.gov/healthyhomes

US Environmental Protection Agency:
www.epa.gov/children/

Children's Environmental Health Network:
www.cehn.org

National Safety Council: [www.nsc.org/ehc/
chldhlth.htm](http://www.nsc.org/ehc/chldhlth.htm)

US Centers for Disease
Control and Prevention:
www.cdc.gov/od/oc/childhealth/

*Home*A*Syst:*
www.uwex.edu/homeasyst

The Lead Listing
www.leadlisting.org



Office of Healthy Homes and Lead
Hazard Control
451 Seventh St., SW, Room 8236
Washington, DC 20410
(202)-755-1785

www.hud.gov/offices/healthyhomes

www.reeusda.gov

www.uwex.edu/healthyhome



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