



BEAUJOLAIS

APARTMENT GUIDE

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Introduction

The Beaujolais apartments have many great amenities. This apartment guide is intended to help the residents of Beaujolais properly operate the appliances and other features of this apartment. Please read through this guide and keep in a convenient location so all the residents have access to this guide.

Maintenance Requests

We recommend that resident's place a maintenance request immediately after they notice something is broken or needs replacing. Waiting and not attending to repairs can result in additional unnecessary expenses. Residents may be charged for labor and material associated with repairing an item if it's determined that the resident was negligent. To place a maintenance request, contact Seawolf Service Center at (707) 664-4021.

Appliances

The Beaujolais apartments come equipped with a full size refrigerator, full size oven and range, dishwasher, and a microwave oven.

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Cable Television

The residences are outfitted with Comcast Standard Service which includes Limited Basic and Expanded Basic channels. This is available and ready to use when you move-in. To connect your television insert and tighten your coaxial cable into the round coaxial jack. You may need to program your television to the Cable setting under the menu program on your TV. If you receive some stations, then the problem is your TV is not programmed to Cable. If you are just receiving snow, then it is related to the connection and you will need to contact Comcast Bulk Services Customer line at 1-800-856-2374. Unfortunately, we are unable to provide premium channels, On Demand, Pay-Per-View or DVR services due to limitations of cabling infrastructure. Go to <http://www.comcast.com/Customers/Clu/ChannelLineup.ashx> to print out a channel lineup.

Corian®Countertops

The countertops are a solid surface material called Corian®. It is a nonporous surface which helps prevent stains from penetrating the surface. It is also heat and scratch resistant and resists the growth of mold, mildew and bacteria if properly cleaned. Below are some basic suggestions for caring for your countertops:

1. Use a pad for setting down hot pots and pans.
2. Avoid hitting the countertop with a heavy object which may cause it to chip.
3. Use cutting boards to prepare food, not the bare counter.

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4. To prevent build up and the counter becoming dull, wipe the countertop completely dry after spills and cleaning.
5. Using soapy water, an ammonia-based cleaner (not window cleaners) or a cleaner specifically designed for solid surfaces will remove most dirt and residue.

For other tips and cleaning suggestions you can visit the Corian® website at http://www2.dupont.com/Surfaces/en_US/products/corian/corian_care.html

Garbage Disposal

Your apartment has a garbage disposal which is a device that shreds food waste so that it can pass through plumbing. The on/off switch is located next to the sink. To properly operate your garbage disposal please use these guidelines:

1. **Keep anything too hard out of the disposal.** The shredder will dull and become less efficient. Small hard objects can also get stuck and jam the rotating parts.
2. Do not put fibrous (like celery) or starchy (potato peels) items in the disposal. Both can cause blockage.

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3. Avoid placing trash or hard objects (like glass).
4. Run cold water down the drain while the disposal is on and about 60 seconds after the waste has left the drain. This will help move the food down the pipes and helps keep the garbage disposal parts from overheating. Don't use hot water because it can melt fat and re-solidify further down the drain causing a blockage.
5. Cut large pieces into smaller pieces instead of trying to shove the pieces down the disposal.
6. Clean it regularly by wiping the inner side of the disposal while it is off with a paper towel. If you put ice cubes down it helps break off any debris build up on the sharp edges. Also, disposing of citrus peels like lemons or oranges helps keep the disposal fresh and clean.
7. If you are experiencing a jam or blockage, please place a maintenance request with Seawolf Service Center.

Laminate Floor

Laminate wood flooring is located in the kitchen and dining area. This requires cleaning in a specific way. Take care of your laminate wood flooring by vacuuming, using a dust mop or wiping with a damp cloth. For spills, wipe up with a damp cloth or sponge. Do not use soap-based detergents or "mop and shine" products, as they may leave a dull film on the floor. Do not wax or polish your floor. You can remove tough spots with

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small amounts of nail polish remover containing acetone (follow instructions on label), then wipe with a damp cloth.

Lighting and Lamps

Lighting in the common area is either overhead or sconces and desk lamps are provided in the bedroom. Compact fluorescent lightbulbs are used in the apartment for energy purposes. If you need replacement bulbs, please contact Seawolf Service Center at (707) 664-4021.

Radiant Heating

Radiant floor heating is what is used to heat Beaujolais apartments. Typically, heated water is circulated through the floor to allow an even heating throughout the whole floor. The room heats from the bottom up and eliminates the dust problems associated with other heating systems. The thermostat control is automatically set by Facilities and can not be adjusted.

Telephone Service

Residents are responsible for providing their own long and local distance phone service.

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Window Treatments and Cranks

The living room, bedroom, and bath windows have window cranks on them. Please follow the opening and closing instructions below to avoid damaging the cranks.

To Open:

1. Pull open latch on side of window.
2. Turn crank to open window.

To Close:

1. Turn crank until it stops. Note: Window will not totally close by turning crank. Do not “over crank”.
2. Push close the latch on the side of window to totally close window

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Wireless Network Access

Wireless network access is available from the living rooms and bedrooms, as well as other outside locations in the Residential Community. Some apartments have Access Point devices installed in their living room in order to provide better coverage for wireless connectivity throughout the building. These devices are University property and if tampered with, the residents of that apartment will be billed accordingly. Please go to <http://www.sonoma.edu/it/helpdesk/wireless/> or http://www.sonoma.edu/it/get_connected/network.shtml to view instructions on how to connect to the University's network.

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