

# YOUR GREEN & HEALTHY HOME

Our resident guide to a healthy home, a healthy community and a healthy **YOU**.





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## IMPORTANT PHONE NUMBERS

If you are experiencing a health or safety emergency **DIAL 911**

Property Management 812.339.3491 ext: 112

Property Maintenance 812.339.3491 ext: 121

Police Non-Emergency Line 812.339.4477

City Information 812.349.3400 / [www.bloomington.in.gov](http://www.bloomington.in.gov)

Regional Transit 812.336.7433 / [www.bloomingtontransit.com](http://www.bloomingtontransit.com)





# WELCOME TO OUR COMMUNITY!

The purpose of this resident manual is to provide you with the tools, information and resources to help you create and maintain a green and healthy home, community, and lifestyle.

## THIS MANUAL

- Provides guidance on maintaining and operating your home
- Offers tips and suggestions for creating and maintaining a healthy and green lifestyle
- Outlines building policies and procedures
- Provides maps of the property and nearby amenities, including public transportation access and bike trails
- And much more!

Please refer to your lease agreement for specifics on building policies and regulations..

Thank you and welcome home!



Janice Price  
Property Manager





# WHAT A “GREEN” HOME MEANS TO YOU

While your new home may look just like what you have seen in other places you've lived, it is **designed with high standards and the intent to reduce environmental impact and improve human health.**

You are living in a home that is comfortable, energy efficient, affordable to maintain, and long-lasting. Your home:

## Social Equality



- Improves your health and wellbeing
- Improves air quality and reduces toxins
- Increases access to basic amenities and alternate transportation
- Enhances comfort and control in the home

## Economic



- Reduces the cost to operate the building
- Lowers utility bills
- Increases occupancy of the homes
- Improves performance and durability of the equipment

## Environmental



- Protects nature, wildlife and its diversity
- Provides better air and water quality
- Conserves natural resources

This guide will help to explain the special features in your home that will protect your health and well-being while also giving you actionable tips and information to live a green, healthy, and thriving lifestyle.





## BUILDING FEATURES

**Low or non-toxic** volatile organic compounds (VOCs) in all paints, coatings, sealants, adhesives, and flooring

- This means cleaner air for you! It is proven that these materials help reduce health problems associated with asthma and other chronic issues.

**Plumbing fixtures that use less water** than traditional fixtures

- These fixtures will reduce water consumption and help our state and country through drought struggles.

Lighting and heating equipment that **improves comfort and controllability**

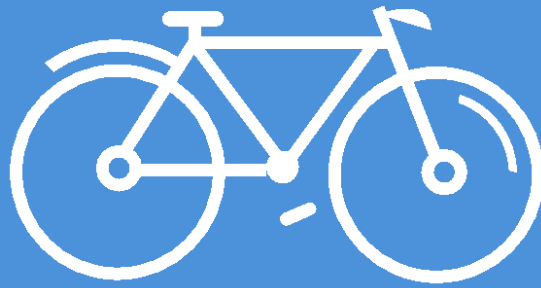
- You will be thankful for easy-to-use and efficient fixtures and equipment that will improve your comfort at home and reduce harmful emissions.

**Designed for resiliency** to help withstand any unexpected weather events or loss of power.





HEALTHY



LIVING



## LIFESTYLE LIVE GREENER

There is a strong connection between your personal lifestyle choices and the health of the environment. In taking care of your health you are taking care of the earth (and vice versa).

# LIVE GREENER

### 1. Buy Local

Buying local reduces the emissions required to get goods to consumers while supporting the local economy and providing you with fresher, healthier foods and products.

### 2. Use Green Cleaning Products

Choose non-toxic, zero VOC, biodegradable products in recycled packaging or use homemade substitutes when possible. This is better for your family's health, your wallet, and the environment.

### 3. Stay Active

Use the stairs, ride your bike, go for a walk. Staying active greatly decreases risk for chronic disease, obesity, and health disparities. It also keeps you living longer and decreases your cost of healthcare.

### 4. Use Public Transportation

Public Transportation cuts down on your environmental footprint, so does carpooling! Find out more information on the public transportation in your area in this guide.

## DID YOU KNOW?

The **more connections** we have to the people and places around our home, the healthier and happier we are and the longer we live. – Robert Putman, Harvard University Professor







## LIFESTYLE COMMUNITY SERVICES

### **Plot Use and Maintenance**

Both the Reverend Butler and Walnut Woods have Community Gardens for our residents.

### **Computer Lab**

The BHA offers free use of the Crestmont Community Computer Lab to all members of the public. It is located at 1002 N Summit St. Bloomington, IN 47404.

### **Food Pantry**

All residents have access to either food pantries located at our communities.

Reverend Butler: Thursday 3:00pm-4:30pm

Walnut Woods: Friday 4:00pm-5:30pm

### **On-Site Activities**

The Resident Services Team puts on many events throughout the year for kids and families. Please check our Facebook page for updates on these events!

### **Contact:**

812.339.3491 ext: 122, or

812.339.3491 ext: 117, or

812.339.3491 ext: 115





# COMMUNITY CONNECTION TRANSPORTATION

## **Bloomington Transit**

- The following pages include bus routes that service our communities as well as links to additional information. For other questions call 812.336.7433.

## **Biking**

- The City of Bloomington maintains a Biking in Bloomington site at [www.Bloomington.in.gov/transportation/bike](http://www.Bloomington.in.gov/transportation/bike).

## **Scooters**

- Two scooter companies operate in Bloomington: [Bird](#) and [Lime](#).

## **Ride-Sharing**

- The Bloomington IN Rideshare Group on Facebook connects people who want to share long-distance rides, often to Indianapolis. IU offers carpool and vanpool programs. People with IU affiliations also have access to Zimride, a private ride-sharing network.

## **Service Vehicle**

- The BHA has recently submitted an application for a grant to purchase a service vehicle. Stay tuned for updates on the services that will be provided.

## **Rental Cars**

- Most major rental car businesses operate in Bloomington, including Enterprise, Hertz, and Budget.

## **Indianapolis Airport**

- Go Express Travel provides shuttle service to the airport several times a day with pickup locations throughout the city. Call 800- 589-6004 or book a ride at [www.goexpresstravel.com](http://www.goexpresstravel.com)

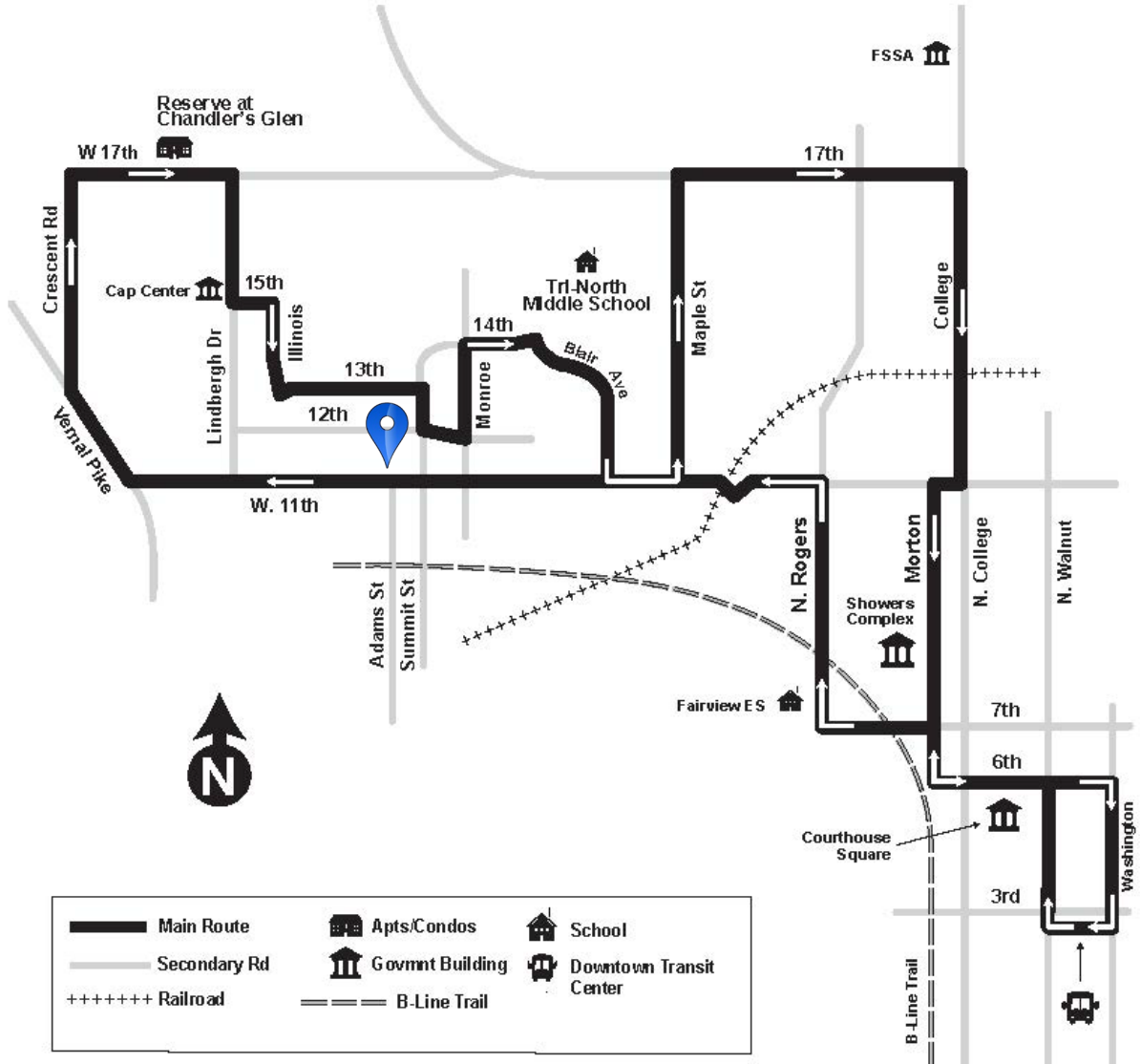




# COMMUNITY CONNECTION TRANSPORTATION

Reverend Butler Bus System Access

<https://bloomingtontransit.com/bus-route/2-west-11th-st-via-showers-complex/>



= Reverend Butler Community

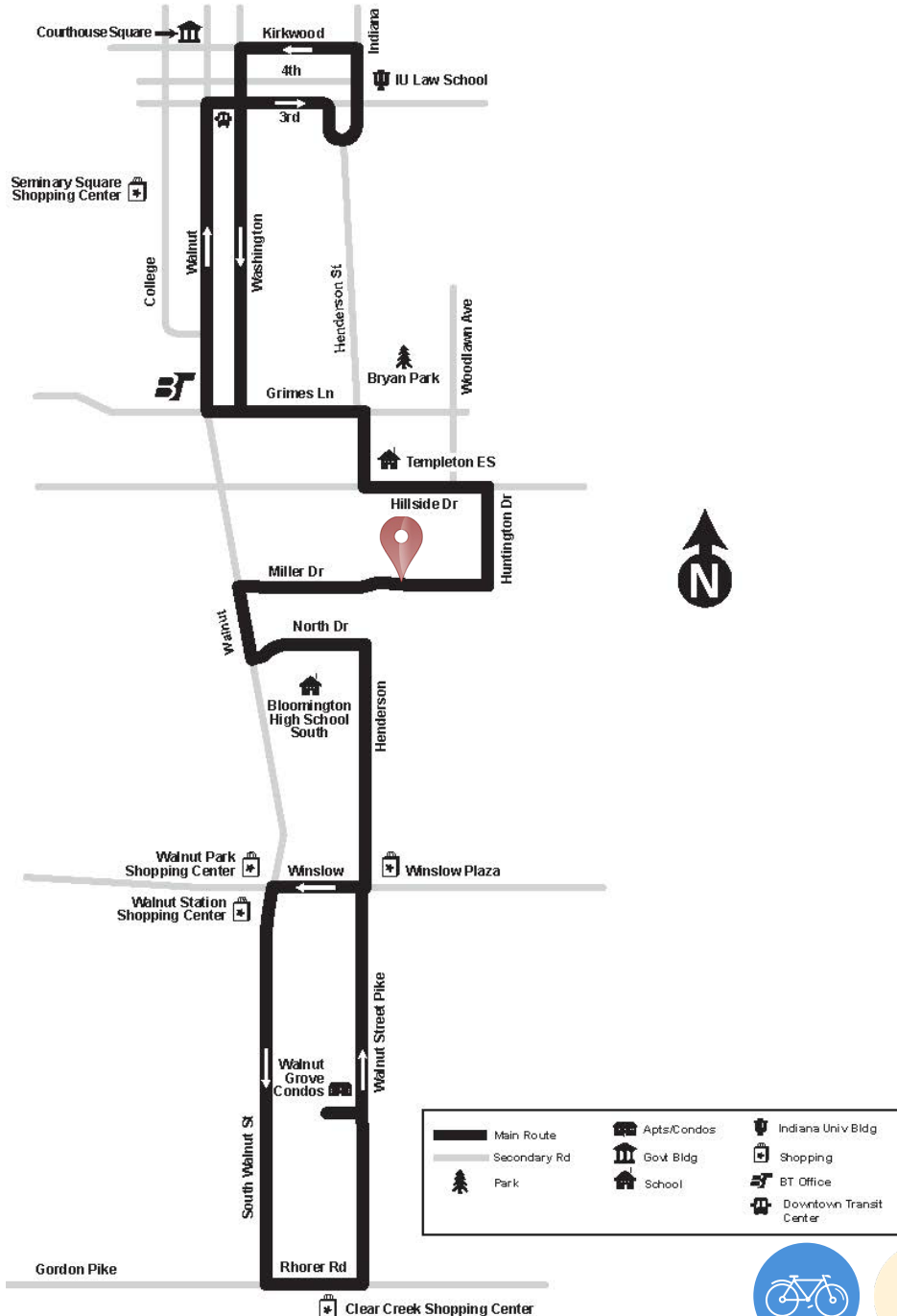




# COMMUNITY CONNECTION TRANSPORTATION

## Walnut Woods Bus System Access

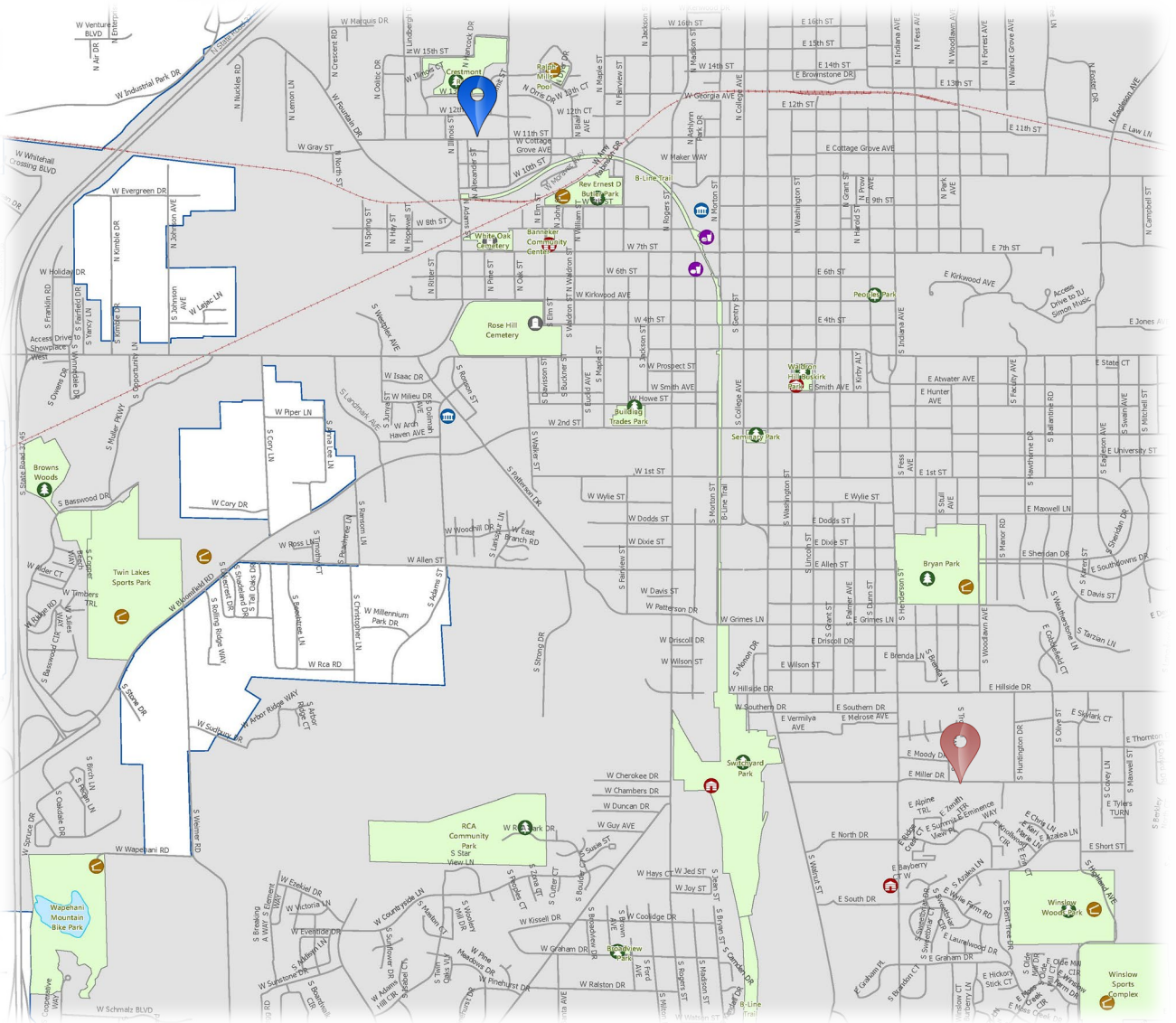
<https://bloomingtontransit.com/bus-route/1-south-walnut-clear-creek-shopping-center/>





= Walnut Woods Community



# COMMUNITY CONNECTION LOCAL CITY PARKS



 = Reverend Butler Community

 = Walnut Woods Community





# BREATHE EASY

## AVOID ASTHMA AND ALLERGY TRIGGERS

Help keep your home clear of these common asthma and allergy triggers.

**1** PESTS

**3** MOLD & MOISTURE

**2** TOBACCO SMOKE

**4** DUST MITES

- Report Issues** Report problems to management as soon as possible 812.339.3491 ext: 112
- Good Housekeeping** Be sure to: clean up food waste daily, avoid collecting boxes/papers/magazines, check cupboards and corners for pests and mold, maintain a regular cleaning routine.
- Treat Pets** Have pets treated for fleas and other pests yearly.
- No Pesticide Foggers** Avoid using foggers as they are often ineffective and contain products that are harmful to your health.
- Report Leaks** Report plumbing/roof/toilet leaks to maintenance as soon as possible 812.339.3491 ext: 121. A small leak can turn into a big problem quickly.
- Exhaust Fans** Use the exhaust fans in your kitchen and bathroom to avoid mold and moisture damage. Clean regularly to avoid buildup of dust.
- Smoking** Smoke at least 25 feet away from the building.

If you or a family member is experiencing persistent **hives, rash, or breathing issues**, contact your health care provider.





## SMOKING POLICY & SUPPORT SMOKE-FREE HOUSING

The BHA cares about the health and wellness of its Residents. The adverse health effects of secondhand smoke are well documented. Smoking is **ONLY** allowed outside, at least ten feet from any unit or building entrance.

### Why is Smoke-Free Housing Good?

- Smoking is the #1 cause of lung cancer and shortening of lives
- Smoking is the #1 cause of severe ear aches and asthma in children
- Secondhand smoke is the third leading cause of preventable death
- Secondhand smoke can cause Sudden Infant Death Syndrome (SIDS) in babies
- Limiting exposure to smoke improves your chances of avoiding heart disease and other problems
- Smoking poses a fire hazard and damages interior finishes

### Resident Role

- The premises to be occupied by the Resident and members of the Resident's household have been designated as a smoke-free environment.
- The first and second violations of this smoke-free policy will result in a written warning and a \$50.00 fine. The third violation may result in a lease termination and an eviction proceeding being brought against the resident.
- Further, the Resident will be charged for the additional cleaning, priming and painting, and deodorizing required to bring the premises back to non-smoking status and make the premises suitable for the next occupants

If you want to quit smoking, **Quitline** programs offer help. Contact **1-800-784-8669** for more information.



ABOUT



YOUR HOME





## ENERGY COMFORT & EFFICIENCY

Reducing your ENERGY consumption provides the **greatest opportunity to positively affect the environment**. This is because the energy produced by power plants to fuel the building results in major greenhouse gas emissions – impacting air quality, wildlife, and climate. Also, **saving energy saves money!**

### LIGHTING, DAYLIGHT AND VIEWS

- Efficient light fixtures have been installed throughout your unit
- Access to daylight and views to enhance personal wellbeing and cut down on the need for electric lighting.

### ADDED COMFORT

- The walls, floors and roof all have increased insulation and improved air sealing to prevent drafts, leaks, and cold surfaces.
- The windows are double-paned in order to keep the air inside in and the air outside out.

### ENERGY STAR APPLIANCES

- Washing machines, dishwashers, and refrigerators that are Energy Star rated to minimize energy and water use. See the next page for usage tips.

## DID YOU KNOW?


Buildings consume approx. **39% of the energy** and **74% of the electricity** produced in the U.S. – USGBC LEED Reference Guide v4

Better building energy performance means fewer greenhouse gases emitted. That means **cleaner air** and **healthier people**.





## ENERGY WASHING MACHINE

- **Always use HE (high efficiency detergent).** Regular detergent makes too many suds which effects performance of the machine. Look for the blue  when purchasing.
- **Fill it up.** It takes the same amount of energy to wash regardless of the size so run full loads when possible.
- **Wash in cold.** Heating water uses 90% of the energy it takes to run a load. Cold water will do just as good a job cleaning clothes and can save over \$40/year.
- **Avoid the sanitary cycle.** This super-hot cycle uses lots more energy.
- **Leave the door open after use.** Front loading washers use airtight seals to prevent leakage which can trap moisture and lead to mold. Leave the door ajar after use to allow the moisture to evaporate.
- **Rinse the washer monthly.** Some manufacturers recommend a monthly rinse with 2 cups of white vinegar with 1/3 cup of baking soda to reduce the risk of mold or mildew.

## DID YOU KNOW?

Washing in cold water cleans just as well as warm or hot water and prolongs the life of your clothes. - The Smithsonian, "The Case for Washing in Cold"





## ENERGY CLOTHES DRYER

- **Hang dry.** Air drying saves energy and prolongs the life of your garments.
- **Use the moisture sensor option.** Many new clothes dryers come designed with a moisture sensor that will automatically shut off the machine when clothes are dry. This saves energy and lengthens the life of your clothes.
- **Clean the lint filter.** Cleaning the lint filter after every load will improve air circulation and increase efficiency. It is also an important safety measure in reducing fire hazards.
- **Scrub the lint filter regularly if you use dryer sheets.** Dryer sheets can leave a film on the filter that reduces air flow and over time, can affect the performance of the motor.





## ENERGY REFRIGERATOR

- **Set at the appropriate temperature.** Keep your refrigerator at 35 – 38 degrees Fahrenheit.
- **Allow air to circulate behind the fridge.** Leave a few inches between the wall and the refrigerator.
- **Check the door seals.** Make sure the refrigerator seals around the door are airtight. If not sealing tightly, contact management.

## DISHWASHER

- **Scrape, don't rinse.** Rinsing dishes can use up to 20 gallons of water before dishes are even loaded. Your Energy Star dishwasher and HE detergent are designed to do the cleaning so you don't have to.
- **Load it up.** Dishwashers use about the same amount of energy regardless of load size, so run full loads whenever possible.
- **Skip the heat.** Select the no-heat drying option. It provides good drying results with less energy.





# ENERGY

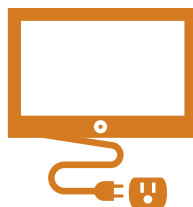
## ENERGY CONSERVATION TIPS

Lights contribute a significant percentage of electricity use in your home. Replacing incandescent bulbs with high-efficiency CFLs or LEDs reduces electricity use and saves up to \$45/month. If done in every household in the U.S. it would reduce greenhouse emissions equivalent to taking 10 million cars off the road.



### USE CFL OR LED LIGHT BULBS

Use high-efficiency bulbs and reduce energy use by up to 80%



### TURN OFF/UNPLUG APPLIANCES

Unplug when not in use. For example, TV, DVR, fans and coffee maker.



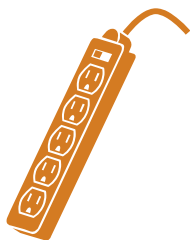
### TURN LIGHTS OFF

Turn the lights out when you leave a room and use natural light over electric lights when possible.



### KEEP REFRIGERATOR CLOSED

Think about what you need prior to opening the fridge to minimize time spent with the door open.



### USE POWER STRIPS

It's easier to turn off/unplug all appliances at the same time and remove "phantom/vampire" energy loads.



### UNPLUG CELLPHONE/ LAPTOP CHARGERS

These use energy even when the electronic is not being charged. This is called a "vampire" or "phantom" load.





## ENERGY HEATING SYSTEM GUIDELINES

Your home's heating system has been designed to reduce the impact on the environment, save energy, and be comfortable. Please refer to the attached a

One of the best ways to stay comfortable in your home and use less energy is to use your thermostat's programmable settings. In the winter, you can program it to automatically **turn up the heat while you get ready in the morning, turn it down while you're away, turn it back up in the evening, and turn it down when you go to sleep.** This is a great energy saving feature. If your thermostat needs resetting or readjusting, please contact management. Rather than disabling the programming feature, ask for help.

**Do not try to use the thermostat as an accelerator** to ramp up heat quickly as this causes unnecessary demand on the equipment and wastes a lot of energy.

**NEVER** use your oven to heat your home and try to eliminate the use of space heaters. These can release carbon monoxide (a deadly toxin), pose a fire hazard, and are expensive to run. If you are uncomfortable in your home, please contact management at 812.339.3491 ext: 112.

## DID YOU KNOW?

Heating and cooling our homes accounts for almost **HALF** of the energy use in the average American home. – US Department of Energy (DOE) 2014

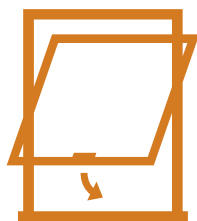




# ENERGY

## HEATING SYSTEM TIPS

Please **DO NOT** use portable heaters as they are a fire hazard and are very energy intensive. Instead, dress warmly and let sunlight into your home. Close doors to rooms that are not being used to help contain the heat. **Keep all heating vents clear of obstruction to ensure heat can enter the room.**



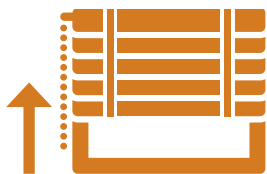
### KEEP WINDOWS CLOSED

Heating your home while allowing cool air in and hot air out wastes energy.



### SEAL LEAKS

If you think you have an air leak, contact management to get it fixed. This improves energy and keeps you comfortable.



### OPEN CURTAINS

Allowing the sun to warm your home reduces the demand on your heating (and lighting) system.



### USE BLANKETS AND DRESS WARMLY

Using blankets and wearing layers cuts down on the need to turn up the thermostat.

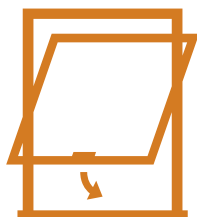




## ENERGY

### COOLING SYSTEM GUIDELINES & TIPS

Cooling your home uses a lot of energy in the summer months. Ensure your comfort and efficiency by following these tips:



#### CLOSE WINDOWS WHEN THE AC IS ON

Letting cold air out and hot air in wastes energy.



#### CLOSE CURTAINS

In the summer months, stay cooler during the day by keeping the sun from heating your home.



#### SET THE AC TEMP AT 78 DEGREES OR MEDIUM

During cool nights, open windows and turn the AC off or turn the thermostat up a few degrees.



#### USE A FAN

Instead of (or in addition to) turning on the AC, use a ceiling, window, or portable fan to keep air cool.

## DID YOU KNOW?

The amount of energy consumed in the U.S. every year to power our air conditioners is about the same as the amount of energy consumed by the entire continent of Africa.

– Stan Cox, University of Yale 2012







# WATER SMART SAVING WATER IN YOUR HOME

Water is one of the Earth's **most valuable resources**, yet many of us don't take the time to think about where our water comes from. In fact, every year the number of states in drought grows and fresh water is becoming scarce. **Less than 3% of the water on Earth can be used for drinking and only 0.5% is readily available.**

For these reasons, your home has been designed with high-efficiency water fixtures to help conserve this precious resource.

|                 | AVERAGE FIXTURE   | YOUR FIXTURE        |
|-----------------|-------------------|---------------------|
| Showerhead      | 2.5 gallons/min   | 1.5 gallons/min     |
| Bathroom Faucet | 2.2 gallons/min   | 0.5 gallons/min     |
| Kitchen Sink    | 2.2 gallons/min   | 1.5 gallons/min     |
| Toilet          | 1.6 gallons/flush | 1.28 gallons/flush  |
| Dishwasher      | 10 gallons/cycle  | 5.8 gallons or less |
| Washing Machine | 23 gallons/wash   | 15 gallons or less  |

**YOU SAVE**

**2,975 gallons**

**EVERY YEAR!**

You may notice that your kitchen and bathroom sinks have a lower flow. This helps to greatly reduce excess water being wasted and to save on utility bills.

The dishwashers and washing machines in the building have a shorter/eco cycle setting to help reduce water consumption as well. Whenever possible, choose to conserve!

## DID YOU KNOW?

The average person uses **80-100 gallons** of water each day! That's over **31,000 gallons** per year! – US Geological Survey, 2015





# WATER SMART

## WATER CONSERVATION TIPS

It takes lots of energy to pump, treat, and heat water so saving water reduces greenhouse gas emissions and can protect this necessary resource. Saving water around the home can be simple by following these steps:



### TURN OFF WATER WHEN NOT IN USE

Turn off water while you brush your teeth, shave your face, and wash your hands.



### WASH FULL LOADS

A full load of laundry uses less water than two half loads.



### DO NOT FLUSH GARBAGE

Never use the toilet as a wastebasket. Save water and prevent blockages by disposing of waste properly.



### REFRIGERATE DRINKING WATER

Don't run water to wait for it to get cold. Fill up a labeled bottle and put it in the fridge.



### RECYCLE WATER AROUND THE HOUSE

For example, you can collect water used to wash fruits and veggies for watering house plants.



### TAKE SHORTER SHOWERS AND FEWER BATHS

Showers typically use less water. Shortening your shower even by 1 minute can save over 500 gallons per year.



### FIX DRIPPING FAUCETS AND RUNNING TOILETS

If you notice an issue with your plumbing, notify management right away.





CLEANING



RESOURCES



# WASTE MANAGEMENT

## RECYCLING AND WASTE MANAGEMENT

Waste that we throw away, chemicals that we pour down drains, and items that we do not recycle all harm our planet. Waste is a major factor in the pollution of our soils, air, bodies of water, and our forests.

The BHA works with local waste haulers to provide you with an easy means of reducing the amount of waste you put in the landfill. All recycling should be disposed of in the dumpster/trash room/trash chute near S. Park Ave for Walnut Woods and at the 1200 Block dumpster on 12<sup>th</sup> St for Reverend Butler. There are separate bins for recycling and trash available. Please dispose of your waste in the proper location.

If you have questions on what items are recyclable, please contact the Sanitation Division at 812.349.3443.



### RECYCLE THESE ITEMS

- Paper
- Plastics (marked with #1 - #7)
- Aluminum and tin
- Cardboard and paperboard
- Glass
- Phone books
- Steel and empty aerosol cans

**Be sure to rinse out bottles and containers to avoid odors and pests.**

## DID YOU KNOW?

The average American discards **4.4 pounds of garbage** every day. Most of this garbage goes into landfills, where it's compacted and buried.  
- EPA, 2014

Recycling just one glass jar **saves enough energy to power a CFL for 20 hours.** Recycling a stack of paper just three feet high **saves one tree.**  
- Recycle Across America, 2014





# WASTE MANAGEMENT

## ADDITIONAL WAYS TO REDUCE WASTE

Think of other ways to reduce waste such as:

- Donating lightly used items to ARC, Disabled Veterans, or other Re-use stores
- Giving books to libraries or items that can be used in the classroom to schools
- Delivering games and puzzles to senior centers and hospitals



### USE A REUSABLE BOTTLE

Each year, billions of plastic water bottles are thrown away.



### DO NOT USE DISPOSABLES

Avoid using Styrofoam cups, paper plates, plastic utensils, and single use coffee cups.



### USE REUSABLE SHOPPING BAGS

Take your own bag for groceries to help cut down on single use plastic bags.



### END JUNK MAIL

Remove yourself from mailing lists. For more information, visit: [www.catalogchoice.org](http://www.catalogchoice.org)



### REUSE/RECYCLE

Think twice before putting something in the trash. Decide if there is a better way to dispose of or reuse the item.





# WASTE MANAGEMENT

## PROPER DISPOSAL OF HHW

### WHAT IS HOUSEHOLD HAZARDOUS WASTE?

Any unused products found in a household that can be toxic, flammable, corrosive, reactive, or contain hazardous ingredients may be household hazardous waste (HHW). Below are some examples of HHW products.

#### Cleaning Products

- Bathroom Cleaner
- Bleach
- Ammonia
- Drain Opener
- Lime Away
- Pool Chemicals
- Hydrogen Peroxide
- Toilet Cleaners
- Oven Cleaners
- Floor Cleaners
- Metal Polish

#### Medical Waste

- Needles
- Old or Unused Medication

#### Liquids

- Gasoline
- Paint Thinner
- Paint
- Brake Fluids
- Lighter Fluid
- Transmission Fluid
- Insect Spray

#### Others

- Pesticides and Fertilizers
- Rat Poison
- Empty Propane Tanks
- Aerosol Cans
- Hair Relaxers
- Nail Polish and Remover
- Batteries
- Wood Preservatives

### WHY IS PROPER DISPOSAL IMPORTANT?

Improper disposal of HHW, by pouring them down the sink, storm water drains, on the ground, or placing them in the trash, can pose a risk to the City of Bloomington Utilities employees, the general public, and our environment. To protect public health and the environment, it is important to dispose of HHW properly.





# WASTE MANAGEMENT

## PROPER DISPOSAL OF HHW

### WHERE DO I PROPERLY DISPOSE OF HHW?

Monroe County Solid Waste Management District (MCSWMD)

You may dispose of HHW as indicated below at the following MCSWMD locations:

#### 3400 S Walnut St, Bloomington, IN

- Sharps Containers
- Pharmaceuticals including controlled substances.
- Hazardous Cleaning Waste
- Flammable Liquid
- Mercury
- Paint Exchange and Disposal
- Motor Vehicle Fluids and Waste
- Gasoline
- Aerosol Cans
- Smoke Detectors
- Freon containing appliances with a Freon removal fee
- Batteries
- Motor Oil, Antifreeze, and Oil Filters

#### 400 W. Dillman Rd, Bloomington, IN

#### 341 N Oard. Rd, Bloomington, IN

#### 6200 N Matthews Dr, Ellettsville, IN

- Batteries
- Motor Oil, Antifreeze, and Oil Filters

#### The following items are **not** accepted at any MCSWMD locations:

- Radioactive substances including medication
- Asbestos
- Explosive substances including ammunition
- Tires

### ADDITIONAL SITES FOR WASTE DROP OFF

#### IU Health Bloomington Lobby

#### 601 W 2<sup>nd</sup> St, Bloomington, IN

- Pharmaceuticals including controlled substances

#### CVS Pharmacy

#### 2701 E 3<sup>rd</sup> St, Bloomington, IN

- Pharmaceuticals





## GREEN LIVING CONTRIBUTE TO GREEN SPACE

Green space is essential to the health of our planet. Plants help clean the air we breathe, absorb greenhouse gases, provide habitat for wildlife, maintain diversity, and reduce the hot temperatures in the summer.

You can help maintain our community's green space by adhering to the following guidelines:

- 1. PICK UP LITTER** Litter attracts pests, is harmful to wildlife, and leads to more crime. Help keep our community space beautiful and clean.
- 2. LEAVE THE PLANTS IN PLACE** Do not pick or trample plants and flowers. The landscaping is intended for all to enjoy and leaving them alone keeps them healthy and thriving. Also, the more plants and vegetation we have, the safer the neighborhood is.
- 3. PICK UP DOG WASTE** Keep green space enjoyable for everyone and dispose of pet waste properly.
- 4. KEEP THE COMMUNITY SPACES FREE OF PERSONAL ITEMS** The non-personal community spaces both inside and outside are for use by all residents. Contribute to their maintenance and upkeep by keeping personal items in your own homes.
- 5. GET INVOLVED** Help with local cleanup projects, urban gardening, spreading the word, and simply spending time outside.

## DID YOU KNOW?

Researchers found that residents whose apartments were exposed to green spaces **reported fewer aggressive conflicts**, including domestic violence, than those who had no views of green space. They also **procrastinated less** on major goals, like finding a job or new home and were less likely to think their problems were unsolvable. — Kuo, Journal of Environment and Behavior 2011







# GREEN LIVING

## THE RIGHT PRODUCTS FOR YOU

### How can you tell if a product is sustainable and healthy?

“Green” cleaning products have specific ingredients that help to create a healthier indoor environment and reduce outdoor smog by avoiding volatile organic compounds (VOCs).

#### SELECT PRODUCTS LABELED

- Unscented
- Concentrated
- Biodegradable
- Non-toxic
- Low or no-VOC
- Phosphate Free
- GreenSeal Certified
- Design for the Environment

#### AVOID PRODUCTS LABELED

- Anti-bacterial
- Anti-microbial
- Highly flammable or combustible
- Danger
- Poison
- Corrosive
- Caution
- Never use chlorine bleach or ammonia

**The way you clean also matters.** Follow these best practices:

- Sweep and mop the floors of your apartment at least 1x/week
- Vacuum the carpet regularly
- Wash dirty dishes and kitchen surfaces daily
- Wipe up spills immediately
- Clean discolored surfaces or cracked grout with baking soda or borax. If discoloration persists or gets worse, contact Management
- Open windows to let fresh air in when the heat and A/C is off
- Clean your stove's range hood and grease filter
- Avoid using bristly cleaning brushes and abrasive products
- Regularly replace sponges and cleaning rags
- Don't mix cleaning products
- Dispose of chemical products properly





# GREEN LIVING

## EASY RECIPES FOR HOUSEHOLD CLEANERS



### BASIC WINDOW CLEANER

1/4 Cup white vinegar  
Water

Pour white vinegar in a spray bottle and fill to top with water. Spray on surface and wipe with clean sheets of newspaper.

### ALL-PURPOSE SPRAY

2 Tbsp. white vinegar  
1/2 Tsp. liquid dish soap  
1 Tbsp. baking soda  
2 Cups warm water

Combine vinegar and soap in spray bottle. Add baking soda and wait until foaming stops. Add water and shake to mix. Spray and let sit before wiping with a clean rag.

### PEPPERMINT FLOOR CLEANER

1/4 Cup Murphy's Oil Soap  
1 Cup white vinegar or lemon juice  
1 Cup very strong peppermint tea

Combine ingredients in a bucket of warm water and mix until sudsy.

Scrub floor with mop or rag. Follow with a clean water rinse.

### TOILET BOWL CLEANER

Sprinkle baking soda inside bowl  
Squeeze in a few drops of  
Murphy's Oil Soap or Castile Soap

Scrub toilet with a bowl brush and finish outside surfaces with a rag sprinkled with baking soda.

Rinse well with clean water.

**Cut out the above green cleaning recipes and post on your refrigerator!**





## HEALTH HAZARDS PEST PREVENTION TIPS

Pests can carry disease. If you find bugs, ants, rodents, or other pests in your apartment, report it to management (812.339.3491 ext: 112) immediately. Pests are often not a sign of “dirtiness” and are something that can happen to any of us.

If you do find pests, please **use non-toxic pesticide products** and avoid those products that are dangerous to your health, such as Raid spray and Moth Balls. Most pesticides are poisons, and they are often **poisonous to humans**, as well as to pests. Studies have linked some pesticides to cancer, birth defects, neurological disorders, and immune system disorders, as well as allergies.

Non-toxic solutions (such as sprinkling borax), baits and traps should be used prior to more aggressive means.

The best strategy is **to keep pests from coming into your apartment in the first place.**

- **Clean** up food and spills right away
- **Clean** the kitchen regularly
- **Sweep** the floors regularly
- **Rinse** bottles before recycling
- **Take out** garbage and recycling regularly
- **Minimize** clutter and paper piles

Carefully inspect all used furniture before you buy. **Most bed bugs are carried into the home on used furniture.** If you have bed bugs contact Management **ASAP.**





## HEALTH HAZARDS MITIGATION AND PREVENTION

**Radon** This building has been tested for Radon and there is a mitigation system in place if and when the gas is at a harmful level. Radon is a natural gas in the ground that rises up and can be deadly.

**Lead** During the rehab of this building, all lead has been removed. If you suspect there is lead in your home, contact management.

**Asbestos** During the rehab of this building, all asbestos was removed. If you suspect there is asbestos in your home, contact management.

**Mold** During the construction of the building, special care was taken to install anti-microbial surfaces and ensure proper water drainage to limit mold and moisture issues. Be sure to check for and report mold, musty smells, or leaks as soon as possible and use your bathroom and kitchen exhaust fans as designed. Moisture damage can quickly lead to asthma and air quality issues as well as damage to the property.

**Fire** Smoke detectors have been installed to provide early warning against deadly smoke. Do not dismantle your alarm. If it starts beeping, the batteries need to be replaced. Do so as soon as possible.

**Carbon Monoxide** Monitors have been installed to prevent CO poisoning. Carbon Monoxide (CO) is a silent killer. It has no smell, taste, or color. Do not dismantle or unplug your alarm.

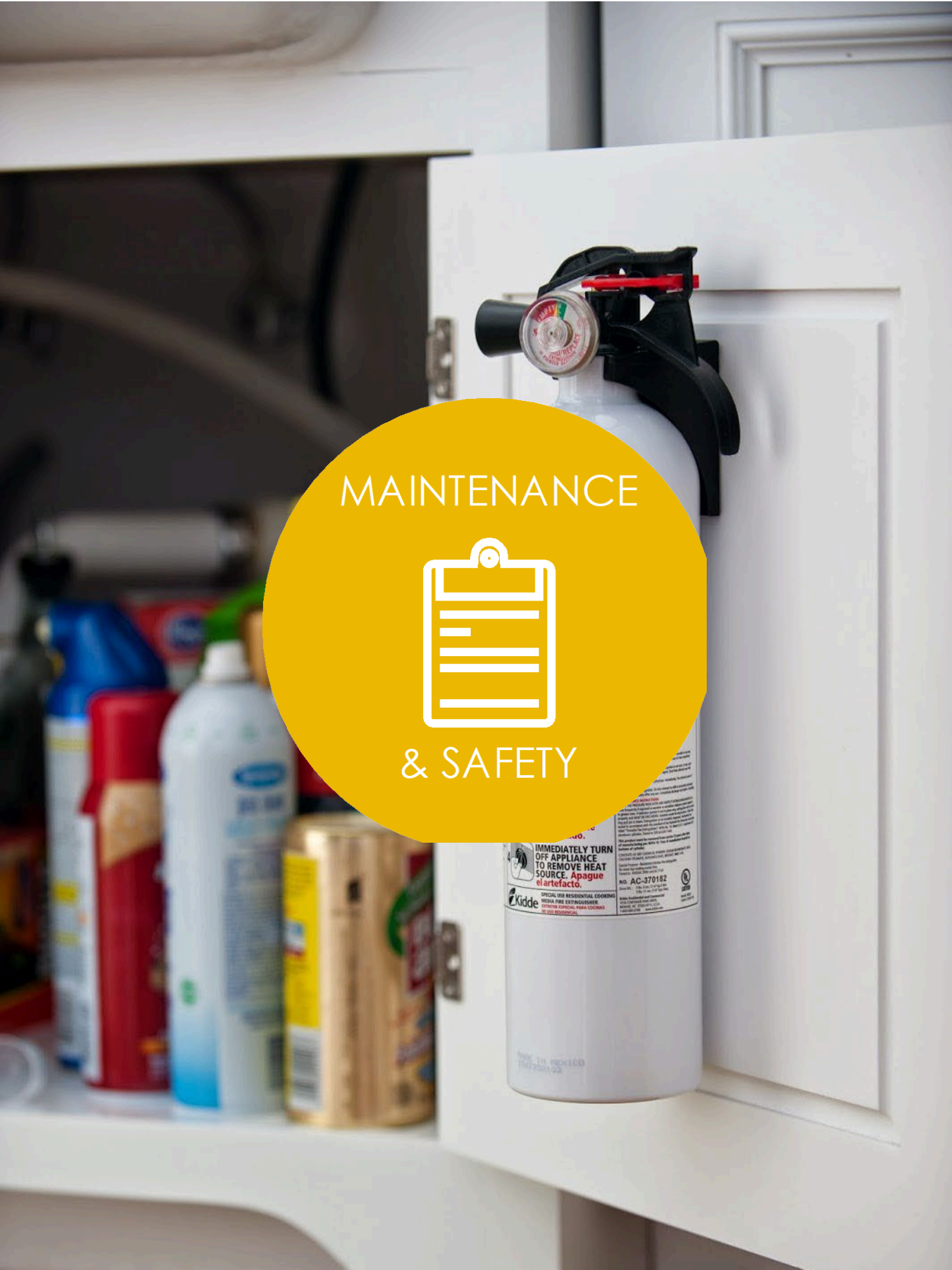
At least two times per year **test your smoke detector**. This is done by pushing the button in the center. Notify Management immediately if the alarm isn't functioning.



MAINTENANCE



& SAFETY





## EMERGENCIES

### NATURAL DISASTERS

**Tornado** When a warning is issued by sirens or other means, seek inside shelter. Consider: (1) Small interior rooms on the lowest floor and without windows, (2) Hallways on the lowest floor away from doors and windows, and (3) Rooms constructed with reinforced concrete, brick, or block with no windows. • Stay away from outside walls and windows. • Use arms to protect head and neck. • Remain sheltered until the tornado threat is announced to be over.

**Earthquake** Stay calm and keep away from overhead fixtures, windows, filing cabinets, and electrical power. • Assist people with disabilities in finding a safe place. • Evacuate as instructed by a designated official.

**Blizzard** Stay calm and await instructions from a designated official. • Stay indoors! • If there is no heat: - Close off unneeded rooms or areas. - Stuff towels or rags in cracks under doors. - Cover windows at night. • Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration. • Wear layers of loose-fitting, light-weight, warm clothing, if available.





# EMERGENCIES

## EMERGENCY MAINTENANCE

If you encounter any of these situations, contact management immediately:

- Inoperative smoke alarm or carbon monoxide detector
- Kitchen sink stopped up
- Water leak
- Overflowing or broken toilet causing leaks
- Stopped up toilet (after plunging failed)
- No A/C or Heat
- No hot water
- Power out
- Lightbulb replacement
- Gas leak or pilot light out
- Wall-mounted sink loose or fallen off the wall
- Inoperative stove
- Inoperative refrigerator/freezer
- Broken first floor window
- Broken entrance door lock
- Interior and exterior railings loose and/or broken
- Banister loose and/or broken

### MANAGEMENT CONTACT NUMBERS

|   |                       |
|---|-----------------------|
| To Report a Leak or Concern                   | 812.339.3491 ext: 121 |
| To Learn More About How to Conserve Resources | 812.856.0229          |
| Other Comments/Questions                      | 812.339.3491 ext: 112 |

Thank you for helping to make Reverend Butler and Walnut Woods healthy and happy communities!





# HOME MAINTENANCE

## BASIC GUIDELINES

**Personal Items** In order to keep pests away and maintain the beauty of the neighborhood, please keep the sidewalks and public common areas clear of any bicycles, motorcycles, grills, toys, trash, cigarettes, or other personal items.

**Patios** When cleaning your patio, deck, or sidewalk please sweep it off with a broom rather than using a hose or water. This decreases cracking of the cement and helps to conserve water.

**Beautifying** To maintain a nice exterior appearance throughout the community, all window coverings must be approved or furnished by management. No signs, signal, illumination, or advertisements are allowed to be displayed on windows, doors, or any other part of the building. If you wish to hang personal items near your entrance, please contact management for approval first.

**Landscape** The plants on this property are either local plants native to the climate and region or plants that survive well in our climate with little need for maintenance. This helps conserve water, provides needed habitat for local wildlife, and limits weed growth. If you would like to plant some of your own plants, please contact management for any guidelines or rules.

**Irrigation** The irrigation or lawn watering system was designed to limit water use while ensuring we maintain healthy plants. The plants receive just the amount of water they need through the use of zoned systems, drip irrigation, and a rain sensor. If you notice an issue with the irrigation system, please let management know.

**Management** 812.339.3491 ext: 112







# HOME MAINTENANCE

## HOME MAINTENANCE CHECKLIST

|   | SPRING | FALL | MONTHLY |
|---|--------|------|---------|
| <b>INTERIOR WALLS, CEILINGS, DOORS</b>  |        |      |         |
| Check for signs of water damage         | x      |      | x       |
| Check operation of windows and doors    | x      |      |         |
| Check for rodents and pests             |        |      | x       |
| <b>PLUMBING FIXTURES AND APPLIANCES</b> |        |      |         |
| Check and clean refrigerator coils      | x      |      |         |
| Check and clean refrigerator drip pan   | x      |      |         |
| Check plumbing traps and drains         | x      | x    |         |
| Check hot water heater for leaks        |        |      | x       |
| Check bath and kitchen fans             |        | x    |         |
| <b>APPLIANCES</b>                       |        |      |         |
| Clean kitchen range hood screens        |        |      | x       |
| Clean dryer vents and screens           |        |      | x       |
| Clean exhaust fan outlets               | x      |      |         |
| Clean A/C coils, drains, pans           | x      |      |         |
| <b>ELECTRICAL AND HVAC</b>              |        |      |         |
| Check smoke and CO alarms               | x      | x    |         |
| Replace air conditioner filters         | x      |      |         |
| Replace dehumidifier filters            |        | x    |         |

If anything is **broken, leaking or needing repair**, please contact maintenance at 812.339.3491 ext: 121 as soon as possible.





## ADDITIONAL POLICIES

### PET POLICY

The purpose of this policy is to establish the Bloomington Housing Authority's (BHA's) policy and procedures for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also established reasonable rules governing the keeping of common household pets.

**This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.**

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

Any pet must be registered with the BHA and have a certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law and has no communicable disease(s) and is pest-free.

Please refer to the full Pet Policy provided for a list of approved animals and rules for owning pets in BHA communities. Contact management at 812.339.3491 ext: 112 for additional questions.





## ADDITIONAL POLICIES

### RENT PAYMENT POLICY

In the efforts to operate in a sound financial manner, the following policy applies to rent payment:

Rent is due on the first (1<sup>st</sup>) day of each month and considered late after the fifth (5<sup>th</sup>) day of the month.

Delinquent accounts will receive a \$25.00 late fee on the sixth (6<sup>th</sup>) day of each month.

#### **Rent Agreements**

- Rent agreements will be made with tenants paying more than the minimum rent of \$50.00.
- Agreements must be completed in writing and turned into the office by the fifth (5<sup>th</sup>) day of the month.
- Agreements will be made for the current month, and agreements will not be extended beyond the current month.
- Agreements will only be accepted if the tenants balance is zero from the previous month.
- Failure to keep a written rent agreement will result in a \$25.00 late fee and tenants will not be allowed to make an agreement the following month.

#### **Payment Methods**

- The Housing Authority accepts payment in the form of personal checks or money orders.
- All personal checks returned by the bank for insufficient funds or other reasons will result in a \$15.00 returned check fee.
- NO CASH PAYMENTS will be accepted.

#### **Payment Locations**

- Payments may be made at the Housing Authority office located at 1007 N. Summit St., Bloomington, Indiana. Make Checks and Money Orders payable to Bloomington RAD.
- There is a drop box located north of the front entrance for your convenience; the drop box is checked every business day.
- Payments may be mailed to: Bloomington Housing Authority, 1007 N. Summit St., Bloomington, IN 47404.





## ADDITIONAL POLICIES

### MORE POLICIES

#### Key Fob Policy

All BHA units are fitted with a key fob system for unlocking your unit. Because of this it is very important that you keep track of your fob at all times. If you discover you have lost your fob, please report it to management at 812.339.3491 ext: 112.

When a fob is lost, that fob must be deactivated and a new one has to be activated to work with your unit. Because of this there is a fee for receiving a replacement fob. The fee for receiving a new fob is \$10.00.

#### Noise Policy

BHA properties are managed under City of Bloomington noise ordinance 24-hours a day.

Unreasonable Noise under City of Bloomington noise ordinance can refer to sound that is of a volume, frequency, or pattern that prevents, disrupts, injures, or endangers the health, safety, welfare, prosperity, comfort or repose of reasonable persons of ordinary sensitivities within the City of Bloomington, given the time of day or environment in which the sound is made.

Excessive and unreasonable noise of this nature could come from cars, horns or signaling devices, radios, televisions, loudspeakers, amplifiers, and musical instruments.

Violations of the noise ordinance can result in a warning, a fine or even misdemeanor charges of disorderly conduct, including your arrest. Breaking the noise ordinance can cause you to be subject to a fine of \$50.00 for a first violation, \$100.00 for a second violation in a twelve month period, and \$500.00 for a third or subsequent violation within a twelve month period. If the violation does not cease, the occupants may be subject to arrest.





## MORE RESOURCES APPLIANCES

### **Appliances Resources**

All appliances in your home come with owner's manuals for your reference.

To access these manuals please use the URL to our website below:

[Bhaindiana.net/resident-hub](http://Bhaindiana.net/resident-hub)

For a paper copy of an owner's manual or for any other questions about your appliances, call Maintenance at 812.339.3491 ext: 121

