Whittier Landing
Healthy Home Guide

Homeport
Rental Living
# Healthy Home Guide

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Welcome to Whittier Landing! As a new member of the Whittier Landing Community, we would like to welcome you to your new home. You will be living in one of Columbus’ most unique Green Communities, designed to conserve and reduce energy use, which translates into utility savings.

What is in this Guide?

We hope that this Healthy Home Guide provides you with answers to basic questions about living an environmentally low-impact lifestyle at Whittier Landing. Inside you will find information on Whittier Landing amenities, suggestions on how to most efficiently use your home’s appliances and heating systems, instructions for recycling, maintenance procedures for some of the unique features of your home, and general energy conservation strategies to help keep your costs down. We strongly suggest that you review them carefully for a good understanding of the home provisions. It also includes some “green” community resources if you are interested in continuing your own learning about Living Green.

Your home is managed by a Central Properties of Ohio. For rental information please call your property manager, Michelle Roberts, @ 614.751.1473. The property management team is there to serve you.

For social service information, please contact your Resident Services Coordinator based at the Homeport Office @ 614.221-8889.

We are very pleased that you are part of the Whittier Landing Community.

Congratulations!
What is Living Green?

Living Green means making environmentally responsible decisions in your daily life. These choices can be as simple as turning off the lights when you leave a room, recycling your bottles and cans, walking to work instead of driving, or teaching your friends and family about the importance of taking care of our planet.

Why is Living Green Important?

It surprises many people that homes, not cars, are the biggest polluters in the United States. The average American household produces 3,500 pounds of garbage, 450,000 gallons of wastewater, and 25,000 pounds of CO2 each year. On a whole, Americans consume approximately $110,000 billion worth of energy annually. These high figures contribute to depleted natural resources, toxic and polluted air, drinking water and soils, global warming, smog, and scarcity of affordable energy. The good news is that by Living Green, each of us has the ability to help reduce and eliminate these problems while reducing many everyday costs. Living Green helps protect our natural environment by limiting the amount of resources we consume, and ensures that future generations can enjoy benefits that we often take for granted such as clean air, clean drinking water, safe food, and inexpensive electricity.
Green Materials and Systems at Whittier Landing

Provided is a list of the unique GREEN features in your Whittier Landing home.

*****Please be aware that features in your GREEN HOME differ from those found in STANDARD homes and will require DIFFERENT maintenance procedures included in this manual:

- Appliances: Energy Star
- Flooring: Vinyl and Green Seal Carpet
- Paints: Low-VOC
- Adhesives and Sealants: Low-VOC
- Showerhead and Faucets: Low Flow
- Toilet: Low Flow
- Lighting: Natural day lighting, energy-efficient lighting and controls
- Exterior Daylight Sensors
- High Efficiency Heating and Hot Water System
- Continuous run Exhaust Fan in Master Bath
- Automatic Closer on Garage Entry Door
- Energy Efficient Windows

Green Features in your Whittier Landing home make it:

- affordable to operate and maintain
- energy efficient
- healthy
- reduce impact on the environment
HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

HOUSEKEEPING AND CLEANING

In order to help protect your health and maintain a pleasant living environment, it is important to take care of your home, to keep it clean and pest-free, and to clean it with safe products. Here are some recommendations on general housekeeping practices, cleaning products, and clothes cleaning. Most household cleaners contain harsh chemicals that are not safe to touch and give off fumes that are not safe to breathe. Below are some inexpensive alternative household cleaning products that do not pose strong health hazards.

GENERAL HOUSEKEEPING TIPS

- Sweep the floors of your home regularly (preferably at least once a week), and mop the flooring whenever it starts to get dirty or sticky.
- Vacuum the carpet regularly. Dirt and dust get trapped in carpet and they can trigger allergy symptoms and asthma.
- Wash any dirty dishes daily and clean kitchen surfaces with a damp cloth whenever they are dirty.
- If water or any liquid is spilled on the carpet, sop it up immediately with a dry towel or rag. Mildew and mold can develop in carpet that stays wet.
- Wipe up any puddles of water from your bathroom or kitchen floor.
- If your toilet overflows and you can’t get it to stop, report it to maintenance staff immediately.
- If you see discoloration on surfaces (white, orange, green, brown, or black), see cracked or discolored grout, or smell a musty odor, it might be mold or mildew. Clean the areas with baking soda or borax. If the discoloration does not go away or gets worse, notify the maintenance/management staff, as mold can cause serious health problems if it is not addressed.
- Open windows whenever there are odors, fumes from cleaning products or other chemicals, or excess moisture in your home. Also use a fan to help air out the room.
- When you are using your stove, turn on the rangehood fan if the cooking is creating any smoke, steam or odors.
- Clean the grease filter on your stove’s rangehood when any grease builds up; if you have questions about how to clean the grease filter, please ask the Maintenance staff.
- Don’t use bristly brushes or other abrasive products when cleaning, as they can leave scratch marks.
- Throw out and replace sponges and cloths/rags if they’re dirty or smelly.
- When using a cleaning product, read its label and follow the instructions for using and storing the product.
- Don’t mix different cleaning products together (unless specifically recommended and they are non-reactive and non-toxic substances).

Fact: Glues, adhesives, paints, and other household products often contain volatile organic compounds (VOCs), which contribute to indoor air pollution (as well as to outdoor smog). Try to choose products that are labeled as —low-VOC or —non-toxic, whenever possible.
**Cleaning Products**

Cleaning your home is important because it helps remove harmful contaminants, such as mold and bacteria. But many conventional cleaning products can also cause health problems. The use of toxic cleaning products can be a particular problem for people who have health conditions such as asthma or allergies or who have chemical sensitivities or weak immune systems. Some cleaning products can cause headaches, dizziness, skin irritation, respiratory irritation and asthma, eye irritation or worse; some contain cancer-causing substances, reproductive toxins, central nervous system toxins, and endocrine system/hormone disruptors.

Fortunately, many alternative, non-toxic cleaning products are now available. And you can find some good, inexpensive products that aren’t even located in the cleaning products aisle at the store. Some very basic and multi-purpose household substances can be used as safe and effective alternative cleaning solutions for most household cleaning jobs; these substances include **baking soda, white vinegar, lemon juice,** and **salt,** as well as **hydrogen peroxide** and **borax.** Borax and baking soda are especially versatile household products; they can be used for a variety of purposes. For example, baking soda will clean and deodorize all kitchen and bathroom surfaces (just dissolve a few tablespoons in some warm water, or use the baking soda directly on a damp sponge). A combination of baking soda, hot water, and vinegar can clear drains. And borax, baking soda, or hydrogen peroxide can remove stains and mildew. Alternatively, using a mild soap (**like dishwashing detergent or a liquid soap**) with some water will clean most surfaces adequately.

Here is one recipe for a non-toxic, all-purpose cleaner (for cleaning countertops, floors, walls, etc.); but these ingredients can be used separately, as well:

1 quart warm water  
1 teaspoon liquid soap  
1 teaspoon borax  
½ cup undiluted white vinegar  
Mix ingredients and store in a spray bottle

If you’re selecting a more conventional cleaning product (from the cleaning products aisle) at the store, look for products that are labeled as “**non-toxic,**” **“low VOC”** or **“zero VOC,”** and/or **“biodegradable.”** Also look for unscented products (some people are allergic to certain fragrances) and products with recyclable packaging/containers.

**Products to Avoid**

Avoid the use of **chlorine bleach** unless it’s absolutely necessary to use such a strong disinfectant. **Hydrogen peroxide** is a good alternative to chlorine bleach. **Never use undiluted chlorine bleach or ammonia,** both of these can cause major respiratory irritation. Also avoid most —anti-bacterial and —anti-microbial products; use of such products can cause germs to become resistant to antibiotics.

Read product labels, including the small print. As a general rule, you should avoid all products that are labeled **“Danger—Poison.”** (Products with **“Warning”** labels are also dangerous, but less so, and products labeled with **“Caution”** are the least harmful of the three, though they can still be hazardous.) Also avoid products that are labeled as **“Corrosive,” “Severely Irritating,” “Highly Flammable,”** or —**“Highly Combustible.”** And avoid aerosols when possible; they often contain substances that are flammable and that can contribute to indoor air quality problems.
FACT: Chemical cleaners and packaging can stay toxic for many years after they have been disposed of, polluting soil and water. Biodegradable packaging and cleaning supplies break down over time and decompose into non-toxic elements that don’t harm the environment.

Avoid using most “air freshener” products, especially if their labels say that they contain para-dichlorobenzene. Ingredients like this can cause headaches and other health problems.

Also avoid using mothballs; instead, store wool items in plastic bags or airtight containers, and if there is a moth problem, you can kill the moth eggs by washing the affected garments in hot water or putting them in the freezer for a few days.

CLOTHES CLEANING

Choose a laundry detergent that is labeled as phosphate-free, biodegradable, and/or non-toxic (or consider selecting an unscented product), such as borax, Arm & Hammer’s Washing Soda, or equivalent.

Only a small amount of detergent is necessary; do not use more than the amount that is recommended in the instructions on the box/container.

When you are done drying your clothes, please clean the lint out of the dryer’s lint filter. This will help the dryer work better and prevents the lint from becoming a fire hazard.

HEALTHY LIVING ENVIRONMENT

AIR CONDITIONING, HEATING, VENTILATION, AND ENERGY CONSERVATION

Heating and cooling homes consumes a lot of energy. Usually this energy comes from non-renewable fossil fuels that pollute the air, contribute to global warming, and place excessive demands on the earth’s natural resources. The average house uses 38% of its total annual energy use on heating. Whittier Landing is equipped with high performance, energy-efficient gas heating system and central air-conditioning system to minimize energy use. Below are some ways you can save even more energy, keep the air in your home comfortable and clean, and lower your monthly energy bills.

When properly programmed, your thermostat will maintain an even temperature in your home and recommended settings are 68 to 69 degrees for heat and 74 to 78 degrees for air conditioning. Please review the owner’s manual for operating instructions.

Each residence has been designed to provide proper ventilation and is insulated from the outside environment. Open doors and windows, as well as clogged air filters, are usually the cause of inadequate system operation and will increase your energy costs. By keeping your windows and doors closed during the high or low outside temperature periods, you will find your home more comfortable and economically efficient.

FACT: Adjusting your thermostat down by two degrees can prevent 2000 lbs of carbon dioxide from being released into the atmosphere each year.
CONTROL YOUR THERMOSTAT

Homes at Whittier Landing are equipped with automatic setback thermostats. Please review the owner’s manual for operating instructions.

- Make sure that the temperature in your home is comfortable and the heater is not set too high. During colder months of the year, the highest temperature that a thermostat needs to be set for is about 68 or 69 degrees, and it should be set at a lower temperature or turned off when you are not at home, during warm times of the year, and at night. If temperature is too hot or cold, or if your heater will not turn off, notify maintenance.
- Do not leave the heat on when you have the window open, or open the window when you have the heat on – Having the window open at the same time that the heat is on wastes energy so only do this for a short period of time while smoking or to air out the room.
- Keep your heater clean and dusted.
- Do not place furniture next to the heater as that can block the heat from entering the rest of the room.

EXHAUST FANS

Energy Star-labeled fans have been installed in your kitchen and bathrooms. Ventilating fans are Low Noise ceiling mount type and exhaust to the outdoors. The master bath fan is a low-speed continuous fan that constantly refreshes bathroom air and removes moisture. All other bathroom fans are connected to a light switch and equipped with a 0-60 minute timer.

- Regularly cleaning fans and vents will improve indoor air quality and help prevent the spread of allergens such as dust and mold.
- Within the master bathroom, when the light switch is ‘on’ the fan boosts to a higher speed and will turn ‘off’ when switch is turned and after the time delay period

Whittier Landing homes have operable windows in both the front and rear of the units. On pleasant days, turn off heaters or air conditioners, open the windows on both ends of the home, and allow cross-ventilation to fill your home with fresh outdoor air.

CARBON MONOXIDE BARRIER AND ALARMS

The connecting door between your living space and garage has an automatic closer, fixed with gaskets, air-tight weather stripping. This feature provides a continuous air barrier between the conditioned living space and unconditioned garage space to prevent the migration of any contaminants, particularly carbon monoxide, into your living space.

Fact: Carbon monoxide (CO) is an odorless, colorless gas produced anytime a fuel is burned. It is dangerous because it interferes with normal oxygen uptake for humans and other living organisms needing oxygen to live. CO poisoning is the leading cause of accidental poisoning deaths in America

- Do not leave your car running in the garage. Instead, back your vehicle out right away.

A CO alarm has been installed inside the house on the wall that is attached to the garage and outside the sleeping area to help insure you are alerted in the case of accidental accumulation of CO. Monitor the alarms by changing batteries when needed and report to maintenance if you suspect they are not working.
**HOUSEHOLD APPLIANCES AND CONSERVATION**

Household appliances are major consumers of both energy and water. Following some of the suggestions below can help increase their energy efficiency. Your new appliances come with instruction books and other pertinent papers. Please read all instructions thoroughly prior to operating any of the appliances. This will allow maximum efficiency. If difficulties arise with the operation of any kitchen appliance, please contact your property manager. This will save you time and expense.

**REFRIGERATOR/FREEZER**
- Maintain refrigerator and freezer at recommended temperatures. The numbers can be found inside the fridge and freezer next to the temperature settings.
- Check the refrigerator and freezer periodically for signs of deterioration, particularly around the gaskets.
- **Clean the dust off of your refrigerator coils** twice a year. Remove the grill at the bottom of the refrigerator and clean the coils in front and back; pull the refrigerator out to sweep and dust behind it. If you would like to be shown how to do this, or if your refrigerator is not working properly, contact maintenance staff.

**DISPOSALS**
Consult your instruction booklet for the proper operation of your garbage disposal. To avoid unnecessary repairs, please observe the following:
- Always use plenty of water when the disposal is running.
- Do not put grease into your disposal.
- Avoid putting large amounts of fibrous materials like orange peels, pasta, egg shells, and coffee grounds, down your disposal.
- When grinding greasy substances, use plenty of water.

**DISHWASHER**
- Make sure dishwasher holds a full load before using it.
- The energy used during the “dry” cycle on dishwashers can be saved by propping the dishwasher door open and air-drying dishes.
- Use liquid dishwasher detergent instead of powder soap. Powder sometimes does not dissolve completely in the hot water system.

**STOVE, MICROWAVE, AND OVEN**
- Matching the size of pan to heating element size on the stove, using flat bottom pans, and covering pans will increase cooking times and decrease energy usage.
- Use small cooking appliances, electric frying pans, toaster ovens, and others whenever possible.

**COMPUTERS AND OTHER ELECTRONICS**
- Shut off computers, TVs, and other appliances when they are not in use.
- Replace aging electronics and appliances with newer, more energy efficient models.
- Choose appliances with automatic shut off switches or install timers to automatically shut off devices after certain amounts of time.
**LAUNDRY**

All units of Whittier Landing come equipped with washer and dryer hook-ups.

- When purchasing a washer and dryer, look for an Energy Star front loading washer instead of a top loading machine. Front loading washers use less water and some rebates may be available for Energy Star models. Look for a model with variable temperature settings. Don’t buy a drier with a load size larger than the washer’s maximum load size.
- Washing one big load of laundry is less expensive and uses less energy than two small loads. Make sure your load is full before running the machine.
- Wash full loads of laundry with cold water. Washing clothes in hot water costs more and does not sterilize clothes.
- Make sure all driers are vented
- Use non-toxic soaps and alternative cleaners.
- Periodically check to make sure the dryer vent is not obstructed or stuck.
- Clean the lint screen in your dryer before every load to make sure that air can pass through the machine, and to prevent lint from becoming a fire hazard.
- Please do not overload the dryer.

**CABINETS**

Kitchen and bathroom cabinets will stay in fine shape if not cleaned with harsh abrasives. Cabinet doors have adjustable hinges and can be realigned with a screwdriver. Keep cabinet drawers and doors closed when not in use for your own safety.

Counter tops generally resist stains and heat damage using proper care. Protect them from hot pots and pans, baking dishes, and irons. 274° Fahrenheit is the maximum safe temperature for countertops. Never use knives to cut directly on countertops as they may scratch or nick the surface.

**ELECTRICAL**

Before reporting electrical problems please check the following:

- Check the switch or circuit breakers in the basement
- Circuit breakers should be in an ON position
- Light bulbs may have simply burned out. Replace all bulbs with the same energy efficient bulb originally installed.

The wiring in your home meets the code of requirements and safety standards for the normal use of electrical appliances. However, larger appliances, or too many smaller appliances on one receptacle may cause an overload of the circuit, tripping the circuit breaker.

Circuit breakers protect electrical wiring; functioning as a safety switch in your home. Circuit breakers can be reset simply by switching the breakers to Full OFF and then back to Full ON. If the circuit breaker should trip again, this indicates electrical problems in the line. DO NOT ATTEMPT TO RESET AGAIN. Notify property management of such problems.

Each home has a master breaker, located in the electrical service panel box. The electricity in your home cuts off when the master circuit breaker is tripped.

If your power fails, call the electric company to verify areas of outage.
CARING FOR YOUR ENVIRONMENTALLY FRIENDLY FLOORS

Your Whittier Landing home contains special flooring that does not contain hazardous chemicals. Properly taking care of these floors will keep your home looking clean and new for years to come.

ALLURE VINYL FLOORING

The Allure Vinyl flooring in your home’s kitchen, baths, and uncarpeted living areas contains no VOCs, and was selected for its high durability. SPECIAL CLEANING INSTRUCTIONS MUST BE FOLLOWED IN ORDER TO MAINTAIN THESE FLOORS PROPERLY.

PREVENTIVE MAINTENANCE

- Use NON-RUBBER protective mats in front of any doors leading to the outside. This helps get the sand and grit from getting on to your floors. Gritty Sand is any floor-covering’s worst enemy.
- Install proper floor protectors (felt preferred) on all furniture legs used on resilient flooring. Protectors will allow chairs to move easily over the floor without scuffing or scratching. Clean protectors on a regular basis to remove any grit that may have become embedded on the bottom of the furniture leg. For any swiveled type office chairs and other rolling furniture, please install 2” wide non-staining flat casters. Do not use rubber casters.
- To keep your floor looking its best, dust mop or vacuum your floor at least twice a week. Do it more often on floors with heavy traffic. Do not use a household dust cleaner of any kind as this may cause the floor to become slick. Simply sweep the floor as often as needed.
- Clean by sweeping/dust mopping or vacuuming. If the floor is muddy it can be cleaned with a SLIGHTLY damp mop, making sure the dirt is rinsed out of the mop and not spread back on the floor.
- Do not allow pets with unclipped nails to damage your allure floor (although this is a pet free community). It may result in severe scratching to the surface. The same is true for any high heeled shoes that do not have proper tips on the heels.
- Avoid exposure to direct sunlight for prolonged periods of time. During peak sunlight hours, use drapes or blinds to minimize the direct sunlight on the allure floor. Most types of flooring will be affected by continuous strong sunlight. To avoid an uneven appearance, please consider relocations of any area rugs from time to time. In addition, excessive temperatures are not good for resilient floors.

REGULAR MAINTENANCE

- Food spills should be cleaned up as rapidly as possible with a quality liquid vinyl cleaner. Make sure the cleaner you choose is an all-purpose liquid cleaner that is NON-ABRASIVE. We do NOT recommend powdered cleaners, oil, soaps, dishwashing detergents, or other care & maintenance dusting products. Try to use a non-rinsing, biodegradable cleaner that leaves no residue or haze and requires no rinsing after application. (Please see General Housekeeping Tips).
- Shoe marks and scuffs and tough dirt should be removed with a scrubbing sponge (i.e. SOS, Scotch- Brite) or nylon brush.
- Regular household dirt can be cleaned with your Allure One Step applied as indicated on the products label. Some hand wiping may be required to remove tough spots and spills.
Always sweep or vacuum your allure floor before cleaning so that all loose dirt and particles are removed. For best results do not use combination cleaner/finish products.

- **Allure One Step Cleaner** can be purchased at Home Depot. Call maintenance with any issues finding the product.

- **Do NOT WAX YOUR ALLURE VINYL FLOOR!** The surface of your floor is very dense and nonporous; this prevents wax from penetrating and thus will build up a bed for yellowing and dirt collection. The same non-porous feature also provides all the protection against wear and staining that you will need. Use only allure One Step for heavy wear when you have experienced some loss of the original appearance over time. Your allure floor has been designed to be very easy to maintain, but you may prefer to add an occasional coat of the allure One Step to renew and protect your floor. If you cannot locate the allure care & maintenance One Step, then please ask your Home Depot representative for an equivalent low-gloss product.

- If your floor has been exposed to excessive amounts of water, don’t panic, allure is waterproof! Remove the water as quickly as possible with a Wet-Vac or other device and ventilate the room.

- If accidental deep scratches appear on your floor then it might be necessary to replace such damaged tiles. Contact maintenance if severe scratches appear.

- If any individual allure plank seams or edges should release from one another, it usually can be corrected by applying warm air from a hair dryer for 5 to 10 seconds from a distance of 8”. Then step on (or roll) the edges and maintain pressure until the re-adhesion is effected. If the problem persists, contact maintenance.

**FACT:** Many flooring products contain chemicals known as Volatile Organic Compounds (VOCs). VOCs are found in many paints, glues, and carpets and may be a health hazard. The carpets, paints, sealants, and glues used at Whittier Landing were chosen for their low toxicity and low VOC content to ensure that the air quality inside your home remains healthy. When purchasing these products yourself, look for the Green Seal on paints and the Green Label on carpets and rugs to make sure that what you buy is low in VOCs.

**CARPET**

The carpets at Whittier Landing are certified Green Label and are free of chemicals. Carpet attracts allergens such as dirt, pollen, and mold spores, dust mites, and other microbes that may pose health hazards to individuals. Carpet has been installed in low-traction living spaces to reduce these hazards.

- Vacuum your carpet regularly to prevent the build up of dust and other allergens.
- Please remove spots and spills promptly before they set. Baking soda and water naturally removes many stains. **Do not use bleach on your carpeting.**
- Do not store bicycles on carpeted surface since they bring in oil on their tires.
- If you have a stain you cannot remove, contact a professional carpet cleaner. Please shampoo your own carpets every 6 to 12 months.

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WATER USE AND CONSERVATION

Americans use roughly 380 billion gallons of water per day, leading to water shortages and drained lakes, rivers, and streams. Rising water costs have also made it more expensive to get the water we need to live. Conserving water in your home will help reduce your monthly utility bills and help ensure that we have a clean and healthy water supply in the future.

Showerheads, Bathroom Faucets and Kitchen Faucets account for approximately 25 percent of indoor water use. All of the fixtures your home use less water than traditional fixtures. For example, while normal showerheads use 5 gallons of water every minute, “low-flow” fixtures installed in your home use less than 2 gallons per minute. Aerators on the sinks reduce water usage from 2-3 gallons per minute to 1.5 gallons per minute.

Faucets

Clean your faucets’ aerator regularly (every three to four months). Aerators are commonly found in kitchen and bathroom sink faucets. To clean the aerator, (make sure drain is closed first) simply unscrew it from the mouth of the faucet, rinse it out, replace the washers and screens in their original order, and screw the aerator back on the faucet.

Defective washers usually cause leaky faucets. For repair of a leaky faucet, please contact maintenance so that the cause of leakage can be ascertained.

Toilets

Toilets normally account for approximately 20 percent of indoor water use. The toilets installed within your Whittier Landing home have been designed to use a maximum of 1.1 gallons of water per flush.

- Avoid using harsh chemicals to clean the toilets. Instead try one of the natural products listed in the “Housekeeping and Cleaning” section of this guide.

FACT: 60% of the average American family’s water bill is spent in the toilet and shower. Proper use of a “low flow” toilet can lower your toilet water use by nearly 67%, while low-flow showerheads can reduce water use in the shower by 50%!

Hot Water

The hot water in your Whittier Landing home is set at 120 degrees Fahrenheit to conserve energy and protect residents from accidental scalding. Although these units may be adjusted, we recommend keeping a setting of 120 degrees to save energy.

Plumbing Care

With proper care, the plumbing in your residence should give you years of trouble-free service. Attend to problems that do arise immediately, to prevent expensive complications such as water damage. Avoid placing any foreign objects in drains.

Never pour grease into a drain or toilet. To assure clear passage use approximately three tablespoons of regular washing soda (not baking soda) and run hot water through the drain. Let it sit for 1-5 minutes, and run more hot water down the drain.
Never flush hair, lint, diapers, trash, sanitary napkins, tampons, cat litter, etc., down a toilet. If a toilet should become clogged, use a plunger or follow instructions as provided by a licensed plumber. Renters will be liable for any damages incurred elsewhere in the home due to homeowner negligence.

If the water chamber (tank) appears to leak, first check to make sure mere condensation has not formed on the outside of the tank. If the problem persists, call maintenance. Be sure that toilets are not left running. Running toilets impact the water expense as the meter continues to register.

If overflow occurs, shut off commode water valve and call maintenance.

**Don’t pour any hazardous chemicals or paints down the drain**
- These chemicals will eventually find their way into the ground and pollute the groundwater and soil.
- Save any products that are unsafe for disposal for hazardous waste disposal.

**SAVING WATER**
- When using a sink or the shower, **don’t run the faucet longer than is necessary for your task**. When you turn a faucet off, make sure that it is all the way off.
- If you hear the sound of dripping or trickling water in your home or notice that your **faucets are leaking**, or your **toilet is running** too long after it has been flushed and you can’t get it to stop, **notify maintenance** right away so that they can fix the leak.
- **Try not to take really long showers**. Keep shower time under 10 to 15 minutes. Short showers save $$$!
- When using a clothes washer, **try to clean fairly full loads** whenever possible. For small loads of laundry, select a light-load setting—if the option is available on the washing machine—so that less water is used.

**NATURAL AND ARTIFICIAL LIGHTING**

The design of every home at Whittier Landing is intended to help residents maximize their use of natural daylight. When possible, use daylight to naturally light your home instead of using energy consuming artificial lights.

- Installed in your home are new, high efficiency ENERGY STAR lighting fixture, pre-installed with **fluorescent bulbs** that use 66% less energy than regular incandescent light bulbs and last 10 times longer (one fluorescent bulb can last 7 years!).
- **When the light bulbs burn out in your home**, we recommend you use energy-efficient replacement bulbs. Although they are more expensive, the initial investment will prove to be worthwhile with the life of the bulb and the energy savings.
- Be careful not to break the fluorescent bulbs—they contain small amounts of mercury, which is a hazardous substance. Do not throw away fluorescent light bulbs. Old bulbs should take them to the city’s hazardous waste facility or to an approved collector for proper disposal.
- **Turn off lights, television, and any other electronic appliances** whenever you’re leaving your home or when you leave a room.
Fact: If every household in the U.S. replaced one normal light bulb with an Energy Star compact fluorescent bulb, it would prevent pollution equal to the amount of removing one million cars from the road! Fluorescent bulbs are available for purchase from any improvement store.

**Exterior Porch Lighting**

Daystar sensors have been installed on outside lighting on the front and rear porches of your Whittier Landing home.

Daylight sensors have a photocell that detects the presence or absence of light, **automatically turning your lamp exterior lights on at night and off during the day**, when sufficient day lighting is available. A sensor has been installed that will control existing lights. Please note **when changing the exterior light bulbs the sensor will not require maintenance** and should remain in place.

Inspect the lights regularly and make sure they are working properly (for example, staying on when they should be off). If you notice the lights are not working properly, please report the issue to maintenance staff immediately.

**Pest Control**

It is important to **keep your home free of pests** (such as cockroaches, rodents, etc.), as pests can carry disease. If you find bugs, ants, rodents, or other pests in your home, report it to maintenance right away.

Please do not use toxic pesticide products, such as Raid spray. 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, and neurological and immune system disorders, as well as allergies. Pesticides should only be used as a last resort and in very small amounts. As a general rule, avoid products that are labeled —Danger—Poison. **If ants are in your home, try sprinkling borax where they are coming in; ants do not like boric acid.** If you decide that you must use some chemical pest control products, consider using only baits (for cockroaches and ants). And for rodents, traps should be used rather than poisons. Maintenance staff will be able to help you with these issues.

But the best strategy is to keep pests from coming into your home in the first place, rather than to get rid of them later. Standing water can attract pests, as can food—especially greasy foods and sweets—left out on counters or not stored properly. If your home is clean and dry, it isn’t likely that pests will want to live there. The following are some specific steps that you can take to keep pests from finding food, water, or hiding places in your home.

**Pest Prevention Tips**

- Clean up any open, unsealed food or crumbs. Wrap and seal any leftover food and put it in the refrigerator, or in a cabinet if tightly sealed.
- Do not leave dirty dishes out overnight.
- Clean up spills or sticky substances from all floors and surfaces.
- Keep your kitchen surfaces clean (counters, cabinets, sink, floors, stove, microwave, etc.). Be sure to clean up any grease with soapy water, and dry off any wet areas.
- Sweep, mop, and vacuum regularly.
- Rinse bottles, cans, and containers before putting them in the recycling bins. Clean out the recycling bins to remove sticky residues.
- Take your garbage and recyclables to the trash room on your floor at least once a week. Move garbage and recyclables to the trash room every evening if there are any pests in your home.
- Minimize clutter and paper piles that can provide hiding places for pests.
- If you notice any water leaks or moisture-damaged materials in your home, report the issue to maintenance staff immediately.

**Bed Bug Prevention and Control**

Bed bugs are small insects that feed on blood. They are nocturnal, meaning they are active at night. Adult bed bugs are about 1/4-inch long and 1/8-inch wide; younger ones are smaller (often about 3/16 of an inch long, or the size of a pinhead). They have flat, reddish-brown bodies with six legs, and after feeding, they become round and red. They give off a sweet, musty odor. Their eggs are white and very small, and their excrement appears as tiny brown or black spots. Bed bugs are typically found on mattresses, box springs and bed frames, clothing, bedding, furniture or any dark cracks, seams or crevices in walls or floors. They can travel through water pipes, wall voids, and ducts, and can spread from room to room. Some people who are bitten by them get itchy welts on their skin.

It is critical to prevent bed bugs from being brought into your home. Here are some rules for prevention, as well as tips for getting rid of them if they do appear.

**Preventing the Intrusion of Bed Bugs**

- **Before you move in and bring clothing and bedding into your new home,** wash the items in hot, soapy water and dry them on the hottest dryer setting. Freezing the materials at less than 0 degrees for several days is also known to kill bed bugs.
- **Avoid bringing used mattresses and bed frames into your home.**
- Encase your mattress in a permanent plastic covering to prevent bug infestations. If you notice that the plastic covering is torn, it will be ineffective and needs to be replaced.
- **Eliminate excess clutter,** particularly near beds and clothes, to reduce the number of places where the bugs can hide.

**Getting Rid of Bed Bugs**

- **Notify management or maintenance staff if you notice any bed bugs in your home. Management will pay for first treatment; any reoccurrence residents will be responsible.**
- Wash any infested bedding or clothing with hot, soapy water and dry it on the hottest dryer setting.
- Use hot, soapy water or rubbing alcohol to wipe surfaces where the bugs are living.
- Vacuum cracks, crevices, and other hiding places in walls, floors and furniture where adult bed bugs or eggs are found. Dispose of the vacuum contents in a sealed trash bag.
- If a mattress with bed bugs on it is torn and/or infested, it will probably need to be thrown out, as the bugs can live inside the mattress where they can’t be reached.
- **Cover mattress and box spring with plastic covers.** They are inexpensive and can be bought at your local Wal-Mart.
- Eliminate excess clutter particularly near beds and clothes, to reduce the number of places where the bugs can hide.
- Have building maintenance staff seal up any cracks where the bugs are living.

**TRASH AND RECYCLING**

Much of the waste households produce, from soda cans to paper bags to glass bottles to plastic containers, can be reused or recycled. Reusing and recycling drastically reduces the amount of natural resources needed to produce new products. Recycling is one of the most simple and effective things that you can do for the environment. Below are some simple recycling suggestions:

***PURCHASE PRODUCTS MADE FROM RECYCLED MATERIALS***

Many products, such as plastic containers, paper towels and toilet paper, notebooks, and glassware come from recycled materials. Purchasing these products shows manufacturers that you support recycling efforts and can reduce the amount of natural resources we consume. Use recycled, non-chlorine bleached paper and bath products when possible; these products are far less polluting than products containing bleach.

*MATERIALS THAT CAN BE RECYCLED*

- **Paper**: Newspaper, magazines, —junk mail, boxboard, phone books
- **Aluminum** (including bi-metal) cans
- **Glass** bottles and jars of any color (remove and throw away lids, rinse and drain)
- **Plastic bottles** (stiff plastic containers, #1-7, remove and throw away the cap, rinse, drain and flatten bottle. Check the number on the bottom of the bottle).
- **Plastic tubes** and lids (#2, 4, and 5 only: check the number on the bottom)
- **Spray cans** (empty)
- **Tin** (steel) cans

Materials that **cannot** be recycled include: plastic grocery bags, improperly sorted material, tissue or gift wrap, egg cartons, food or grease contaminated material, pizza boxes, paper cartons from frozen foods or other wax or plastic coated papers such as milk cartons, miscellaneous metals (hangers, pipe, pots and pans, etc), window glass, light bulbs, ceramic materials, dishes or drinking glasses, miscellaneous plastics such as toys, dishes, whipped topping or margarine tubes, lawn ornaments. **Do not put these types of items or any trash into recycling bins.**

*FACT:* Recycling can help prevent global warming. Trees naturally reduce the carbon dioxide levels in the atmosphere by transform carbon dioxide into oxygen. Unfortunately, entire forests are being cut down to make paper. Without these forests, carbon dioxide levels increase and global warming intensifies. The more we recycle, the fewer trees we need to cut down.

*Reuse Items Instead of Disposing*

Many items we throw out can be used again.

- Donate old clothes or bring to a thrift shop.
- Bring canvas, cloth, or old plastic bags with you to the store instead of bringing home new ones.
- Use silverware instead of disposable cutlery and paper plates.
- Pack your lunch or leftovers in a reusable container.

**HAZARDOUS WASTE DISPOSAL**

**Hazardous waste materials may not be thrown in the garbage.** They must be dropped off at the appropriate city facility for safe disposal or recycling so that they don’t contribute to the contamination of the air, water, or soil.

**Hazardous waste materials include:**

- chemical cleaning supplies
- batteries (all types)
- fluorescent lamps/light bulbs
- paint, paint thinners, primers, stains and other finishes
- toxic glues and adhesives
- medical/biohazard waste (including needles)
- pesticides, herbicides, chemical fertilizer
- computers, TVs, and other electronic equipment
- printer/copier ink/toner
- used motor oil
- compressed gases
RESOURCES FOR MORE INFORMATION ON GREEN HOUSING

Green Communities
www.greencommunitiesonline.com

Enterprise Community Partners
www.enterprisecommunity.org

Green Affordable Housing Coalition
www.greenaffordablehousing.org

Build It Green
www.builditgreen.org

U.S. Green Building Council
www.usgbc.org

Building Green
www.buildinggreen.com