

# **Handbook for Curley School Residents**

(To accompany the Lease Rules and Regulations, and Management Plan)

May 2015

## **Curley School Apartment Information**

### **Appliances**

Each apartment is supplied with a microwave, electric stove, refrigerator, dishwasher, and “insinkerator.” Except for existing shelves, metal should not be placed in a microwave. The “insinkerator” is NOT a garbage disposal, and should only be used for small, soft vegetable matter. If you can’t bite it in half, it should not go in; please throw it into the garbage can. If you do not know how to operate the equipment, please ask to have their safe operation explained to you.

### **Auditorium**

The Curley School Auditorium is available for Curley School residents free for up to 12 days annually for group or individual shows or events. Curley School residents must set dates through ISDA and plan and market your own events.

The auditorium is also available for rental. Call ISDA at 520-387-6823.

### **Bikes**

Bike storage is in the J Wing Storage Room, See Site Manager.

### **Community Volunteer Hours**

The Curley School Site Manager is in charge of this program, where residents are encouraged to provide 5 hours of volunteer service to the Ajo community. Volunteer hours can be offered to Curley School Housing Partners (CSHP), International Sonoran Desert Alliance (ISDA), the GED (General Educational Development) program, local public schools, the National Parks, the Library, Animal Shelter, WALD, the Chamber of Commerce, or any non-profit organization. ISDA is always aware of volunteer opportunities.

### **Computer and Internet Access**

The local phone company, Table Top Telephone, offers DSL Internet service, which requires you to buy landline service as well. Phone 520-387-5600.

The public library in the Plaza has free computer access and Internet access.

### **Emergencies**

For emergencies involving Curley School property, such as broken water lines, call Nate Mewhinney at 928-247-7868 or if no response, call Adrian Vega at 520-419-9658. Call 911 for all other emergencies.

Power outages are not uncommon, especially during the monsoon season (July-September), and can last for a day or more. Be sure to have flashlights with batteries and candles with matches/lighter on hand. You might also consider getting a cooler for your refrigerator/freezer items. Be aware that the emergency lights in the main building will only last for a few hours; they are meant to facilitate vacating the building in an emergency, not to provide lighting during power outages.

### **Employment, On Site**

The Curley School is a project of ISDA and is managed by Vantage Property Management. Employment is compensated by credits to rent and includes the maintenance & janitorial work. Employment with ISDA is totally separate and is paid by payroll or consultant billing. Opportunities occasionally occur in Programs or the Gallery and Print Shop and are usually announced in the Ajo Copper News. Any resident interested in this work with either the Curley School or ISDA should speak with the appropriate manager/office about their interests and skills.

### **Exit Doors of the Curley School**

The front door should be kept closed and locked, except during events.

All hall doors with closers are a part of the fire suppression system and must be kept closed.

### **Garbage/Disposed Items/Recycling**

There are two garbage enclosures, one with a dumpster on the north side of the parking lot/courtyard for garbage, and one at the south side for disposed items and recycling.

#### North Enclosure:

All garbage goes into the dumpster, EXCLUDING old tires and large pieces of wood or metal. These can be taken to the Ajo Landfill on Well Road, or placed in the south enclosure. Flatten all boxes before putting them in the dumpster; recycle them if possible (see below). All trash must be bagged and tied closed. Please place trash in the dumpster, not next to the dumpster, and keep dumpster lid closed, so trash does not blow around.

#### South Enclosure:

- This enclosure area is NOT for dumping anything you don't want to deal with. At this time plastic bottles, glass, tin cans, and non-corrugated cardboard are not being recycled so do not put them here.
- Residents are free to take anything that has been placed in this area.
- Break down/flatten clean corrugated boxes and recycle them around back of Olsens Marketplace on Hwy 85 or the Ajo Landfill on Well Road.
- Plastic bags (#2 and #4) may be recycled at the entrance to Olsens Marketplace on Hwy 85.
- Aluminum cans are recyclable. Place them in bags or boxes and put them in the south enclosure.
- Scrap wood may be put in the south enclosure; please remove nails first. Stack neatly or place in cardboard boxes.
- If you want to dispose of items that are still usable, you may leave them beside your door with a note taped to them; you might also tape a note to the mailboxes to let everyone know. If the items can be left outside, you may place them in the south enclosure. There is a St. Vincent de Paul Thrift Shop on 7<sup>th</sup> Street and Ajo Resale in the Plaza where useable items may be donated.

### **HVAC Operations: Heating/Ventilation/Air Conditioning**

CSHP installed very efficient HVAC systems. Operating costs have been running at 40% below state averages for annual heating and cooling costs. Operating them efficiently will help control these costs.

First, keep your filters clean. Your filters should be changed every three months per a written schedule. If you smoke or your work creates extra dust they should be changed more often. If your filters are dirty, please fill in a work request to have them changed.

Second, the HVAC systems are closed systems and will not operate efficiently if doors and windows are left open while the system is running. Leaving doors or windows open will interfere with the air flow and will cause the system to overheat or freeze up the coolant lines resulting in shutting down the system. This could seriously damage your system. Repairs caused by this improper operation have reached \$800.

Third, if you have your system off for a while and the apartment heats up, it can take up to 24 to 36 hours to cool the apartment fully, as all walls, floor, doors, and furniture have heated up also.

These are not “programmable” systems; you can only cool or heat to a specified temperature. The most economical way to operate the system is to shut all doors and windows and set the thermostat at one temperature, e.g. 75 to 80 degrees in summer, 68 to 72 in winter, and adjust the thermostat up or down several degrees at night. If leaving for a few days or more in the summer, set the temperature to 85 degrees; then the cooling process will be manageable for the system and it won't be unbearable when you return home. In the winter drop the temperature to 55 degrees. Turn the system off only if leaving for a week or more. Remember it will then take up to 36 hours for the apartment to be totally comfortable again at Ajo's summer temperatures or the coldest winter days.

### **Laundry**

Each apartment is equipped with washer and dryer hook ups. Some units have combination washer/dryers units.

There are two coin operated laundry rooms on site, one in the main building on the main floor to the south of the auditorium and the other in the J wing between apartments 2107 and 2108. The washer and dryer cost \$1.00 (4 quarters) each.

Do not open the washer door until the cycle is completely done and the light has turned off. Clean the dryer filter after using the dryer.

Clothes left unattended for more than 5 minutes may be removed from the machine and placed on top of the machine.

### **Library**

The Curley School has a library/meeting room open to all residents. If you want to use it, the Site Manager will provide you with your own key. Please register with the office if you want to use the Library for regular meetings or classes.

The Curley School Library is the tenant community room. Outside groups occasionally request to use this room as well and there planned use will be posted next to the Library door.

Reading, movies, relaxing, parties, meetings, etc. are all permitted.

Please be respectful to the neighbors: if a neighbor says your activities or noise volume are disturbing them, please be respectful.

Please clean up after yourself.

If a resident wants to reserve the room for a single or regular event, they may do so by notifying Management and, upon approval, posting notice next to the door. Reservations are on a first come first serve basis. Conflicts may be worked out between residents; but if they reach no solution, the first request received by Management has the room.

If the room is not reserved, residents singly or in groups and their guests are welcome to use the room at their pleasure. The first user sets the tone for the room. If the first user is quietly reading, the next user should politely ask if their planned use will disturb the first user; if the answer is yes, the requester shall go somewhere else. If the first user is watching a movie or having a meeting, the second person needs to understand that and either join the activity or go elsewhere.

An Ajo tradition - Santa Claus arrives in Ajo at dusk on December 24<sup>th</sup> from the Curley School tower and library and travels to the Ajo Plaza where all children receive gifts.

### **Mail**

Mail is delivered to boxes located in the center of the parking lot/courtyard. You will be given a key and box number when you arrive at the school. There are outgoing mail slots as well. The Post Office is in the Ajo Plaza.

### **Maintenance/Repairs**

All maintenance requests are to be submitted in writing. Maintenance request forms are found on the bulletin board next to the Curley School office. Fill out the form and place it in the door slot. If you ask staff verbally, you have not asked. Put it in writing.

### **Management**

The Site Manager is in charge of all issues at Curley School Apartments. If they can't answer a question, they'll find the answer and get back to you. This is where you take all questions about maintenance, other staff, and any other issue or service. The Site Office phone is 520-387-8988 and has an answering machine or email at [curleyschool@gmail.com](mailto:curleyschool@gmail.com).

The income certification/recertification process is managed by Catherine Rumney of Vantage Property Management, [seecatherine@yahoo.com](mailto:seecatherine@yahoo.com).

If you have an idea, concern, or complaint, call Jim Wilcox, the Owner Representative, at 520-237-1875 or email to [jawilcox@cox.net](mailto:jawilcox@cox.net).

If you have a concern or complaint about Jim Wilcox, contact Tracy Taft in writing at [tracy@isdanet.org](mailto:tracy@isdanet.org).

The Grievance Procedure is covered in Section 10 of the Management Plan.

**Manual Arts Building**

The Manual Arts Building is a shared work studio for ceramics, pottery, woodworking, and welding. Contact ISDA to use.

**Parking**

Parking Policy is covered in Section 13 of the Management Plan.

**Pets**

Pet Policy is covered in Section 12 of the Management Plan.

**Plants**

Only indigenous plants can be planted in the school grounds. Please obtain permission before setting out plants and be careful not to damage our irrigation system. We encourage native perennials to be planted where there are irrigation outlets without plants. Potted plants are permitted.

**Public Areas/Hallways/Grounds**

Please clean up after yourself in the public areas, hallways, and grounds. If you spill something, wipe it up. Nothing is to be stored in the public areas, hallways and grounds.

**Rent**

Rent is due on the first; late after the fifth. Make checks payable to either CSHP or Curley School Apartments and drop it on the Curley School Apartments office door slot.

**Sonoran Desert Conference Center**

ISDA operates a conference center behind the Curley School. You might rent space to offer classes or to have your guests stay here. It has five classrooms, 21 motel type rooms (for long term or short term rentals) and a full community kitchen. Contact ISDA to lease.

**Smoking**

The main building is smoke free Units 1001 to 1207. Nonsmoking is the rule everywhere within the main building, including inside the apartments. Smoking is permitted in the J-wing – Units 2101 to 2110.

**Telephones/Television**

The local phone company, Table Top Telephone, provides landline service. Phone 520-387-5600. Simple local service can be obtained for a discount for Curley residents.

The local cell phone dealer is Radio Shack. Phone 520-387-5115. Not all cell phone services work well in Ajo. Check around before you purchase.

The free Ajo phonebook is a valuable resource even if you don't have a landline. Copies are available in the Ajo Copper News office at 10 W. Pajaro St. just north of the Plaza.

Television is available through cable or satellite. Satellite service does not work in apartments facing only north. Contact these companies directly for service.

**Windows – Main Building Hallways**

In the Main Building some windows are original and historic wood on south wing; metal on north wing. All hall windows are to remain closed, unless management receives a written request signed by all residents of that hall asking that windows be left open and specifying under what conditions. Management doesn't want windows and exterior doors open during monsoon storms or other wind events. The memo must state who will be responsible for closing the windows when there is a chance of wind or that rain will enter the building, possibly damage windows and result in water entering the building. If there is disagreement among hall residents, the windows stay closed.

### **Window Coverings**

Insulated Window Blinds are provided and you must maintain them properly. To open and close the blinds, pull the string to the left until it is about a 45 degree angle, tug gently and the blinds will be released, then gently raise or lower them. Return the string to the right to hold in place.

The blinds cost over \$200 each to replace and \$2 per square foot to clean. Please take care of your blinds or you will be billed.

You may install drapes if you choose, but please install them carefully, or complete a maintenance request for assistance.

## **Ajo Information**

**Ajo Improvement Company** is the local electric company. Hours open are limited to the morning; call for information 520-387-2000.

### **Ajo Information**

The best source of information on what is going on in Ajo is the Ajo Copper News. There's no better source of up-to-date information on all events, changes in hours of organizations, businesses and offices, when the vet will be in town, and so on.

The Ajo Chamber of Commerce Visitor Center has information on Ajo and the region. It is located in former Depot in the Ajo Plaza.

### **Ajo Map**

The back of the Ajo Copper News telephone book has maps, and the phone book is free at Ajo Copper News. The Ajo Copper News also gives away copies of the Ajo map, much enlarged and on newsprint.

### **Department of Motor Vehicles**

The Arizona Department of Motor Vehicles has offices in Phoenix, Tucson, and Casa Grande. There is an office in Gila Bend that handles automobile registration only – no driver licenses.

### **Food Bank**

Curley School residents are eligible for food bank services. They must register with proof of address.

### **Foods**

The Ajo Center for Sustainable Agriculture has a Farmers Market every 2<sup>nd</sup> and 4<sup>th</sup> Saturday in Ajo Plaza offering a variety of locally grown vegetables, eggs, baked goods, etc.

### **ISDA (International Sonoran Desert Alliance)**

ISDA operates many programs and festivals for Ajo residents. These include desert and environmental education, business development, and GED programs. Contact ISDA for more information at [www.isdanet.org](http://www.isdanet.org). Programs are announced in the Ajo Copper News.

### **Medical/Dental Care**

Desert Senita Community Health Clinic has many medical services, including Pharmacy and dental services. Curley residents may be eligible for AHCCCS, which is Arizona's Medicaid program; apply at the Department of Economic Security (DES) in the North Plaza.

### **Transportation**

Ajo has remarkably inexpensive and responsive public transportation. Ajo Transportation picks up and delivers customers much as taxicabs would, but for a minimal cost. The company also has daily trips to Phoenix and Tucson and points between. These routes are on rigid schedule. For information and pickups, call 387-6467 or 387-6559.

## APPENDICES

### Important Organizations

Department of Economic Security, North Plaza, 520-387-4025  
For unemployment insurance, food stamps, and AHCCCS, which is health insurance for lower income families. Many Curley School residents qualify.

<http://www.nps.gov/orpi/index.htm>

Organ Pipe National Monument, Milepost 72 on Highway 85 south of Why.

<http://www.fws.gov/southwest/refuges/arizona/cabeza.html>

Cabeza Prieta National Wildlife Refuge, 1611 N. 2<sup>nd</sup> Avenue, Ajo Phone 387-6483.

<http://www.isdanet.org/>

International Sonoran Desert Alliance

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

Curley School Artisan Apartments

<http://www.tucsonpimaartscouncil.org>

Tucson Pima Arts Council

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

Ajo Chamber of Commerce

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