



PARTIAL CHECKLIST FOR INITIAL APARTMENT ORIENTATION OF NEWLY ARRIVING REFUGEES (MARCH 5, 2013)



- HOW TO USE FRONT DOOR KEY(S), AND IMPORTANCE OF ALWAYS KEEPING THE DOOR LOCKED WHETHER AT HOME OR NOT; HAVE ADULTS OPERATE THE KEY AS PART OF THE ORIENTATION. "BE SURE TO TAKE THE KEY ALONG WHENEVER YOU LEAVE THE APARTMENT."
- "DO NOT OPEN THE DOOR FOR SOMEONE WHOM YOU DON'T KNOW."
- HOW TO OPERATE THE SHOWER: "TEST THE TEMPERATURE BEFORE GETTING INTO THE SHOWER; ALWAYS HAVE THE SHOWER CURTAIN INSIDE THE TUB OR SHOWER STALL BASE; OPEN THE DRAIN."
- "BE SURE ALL WINDOWS ARE CLOSED AND LOCKED WHEN LEAVING THE UNIT."
- "NO FIRES BUILT ON THE FLOOR." AND "DON'T BURN CHARCOAL INDOORS."
- FOR THE STOVE, ADJUST THE BURNER OR OVEN TO BE ONLY HOT ENOUGH FOR THE COOKING TASK. "MAKE SURE BURNERS & OVEN ARE OFF WHEN FINISHED COOKING; CHECK WHEN LEAVING."
- "NEVER USE THE STOVE OR OVEN FOR HEATING THE APARTMENT."
- "IF YOU SMELL BAD ODOR LIKE ROTTEN EGGS AND YOU HAVE GAS HEAT OR STOVE, MAKE SURE THE STOVE & OVEN HAVE BEEN TURNED OFF; IF THEY WERE OFF, THEN LEAVE THE APARTMENT AND CALL 911 AND SAY 'GAS SMELL' AND THE ADDRESS."
- EXPLAIN ABOUT THE THERMOSTAT, AND THAT IF THEY TURN IT HIGHER THAN 65°, IT WILL COST A LOT OF EXTRA MONEY. "ALL WINDOWS SHOULD BE CLOSED AND LOCKED WHEN NO ONE IS AT HOME. IT WILL SAVE \$\$ IF THE TEMPERATURE IS SET BACK TO 60° WHEN AWAY ALL DAY."
- DESCRIBE THE SMOKE ALARMS, AND THAT THEY SHOULD LOOK FOR SMOKE OR FIRE IF ONE GOES OFF; AND IF THERE IS FIRE THAT THEY CANNOT PUT OUT EASILY, TO THEN LEAVE THE APARTMENT AND CALL 911 AND SAY "FIRE" AND THE ADDRESS. PRESS THE TEST BUTTON SO THAT THE RESIDENTS WILL RECOGNIZE THE SOUND SHOULD IT GO OFF.
- SHOW AND EXPLAIN THE FIRE EXIT(S) IN CASE THE FRONT DOOR IS UNUSABLE --FIRE, SMOKE, ETC.
- EXPLAIN THE REFRIGERATOR & FREEZER: MENTION THAT "THE FREEZER IS VERY COLD AND IS USED TO FREEZE SOLID: MEATS, FISH, VEGETABLES, ICE; DO NOT PUT EGGS, TOMATOES, DRINKS INTO THE FREEZER. DO NOT RE-FREEZE FOOD."
- EXPLAIN HOW THE GARBAGE AND TRASH ARE TO BE ACCUMULATED INSIDE; AND WHEN AND HOW TO PUT THEM OUT FOR COLLECTION.
- EXPLAIN HOW TO CONTACT THE LANDLORD IN THE EVENT THAT SOMETHING NEEDS TO BE FIXED, SUCH AS TOILET KEEPS RUNNING, SMOKE ALARM IS CHIRPING, A WINDOW IS BROKEN.
- FOR RENTAL UNITS: THE TENANTS ARE RESPONSIBLE FOR PAYING MONTHLY RENT AFTER ANY PERIOD PAID BY THE AGENCY; AND THAT THEY MUST COMPLY WITH LEASE TERMS – E.G., IF A 1-YEAR LEASE, CANNOT MOVE OUT BEFORE THE LEASE ENDS IN ONE YEAR, CANNOT JUST MOVE TO ANOTHER UNIT AND STOP PAYING THE RENT; WRITE DOWN THE END DATE OF THE LEASE
- PROVIDE A MONTHLY CALENDAR FOR THE REFRIGERATOR DOOR
- "ALWAYS GET A RECEIPT FOR PAYMENT OF RENT; PAY BY CHECK OR M.O. IF POSSIBLE, NOT CASH"
- "DO NOT GO OUT AT NIGHT UNLESS NECESSARY OR YOU ARE SURE IT IS SAFE."