

Temple
North Gratz Street

Tenant Handbook

LEED® for Homes Gold Certified

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About this Manual

This manual is to help you understand how to operate, maintain and live in your new home.

Your new home has been certified by the US Green Building Council's Leadership in Energy and Environmental Design, also known as LEED®.

This means that the units and buildings have met criteria in design, construction and operations of high-performance buildings. LEED® promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

While everything in your new home may look just like what you have seen in other places you may have lived, its performance is designed to decrease the use of water or electricity. The entire structure is insulated to a much higher standard than other buildings, which will keep it warmer in the winter and cooler in the summer. In addition, if all of the incorporated systems are used correctly, there will be less odors and more fresh clean air.

The materials selected for the interior of your unit feature modern and durable surfaces which are nontoxic and will help improve indoor air quality and protect your health and well-being. Not only are these materials easier to clean, but they are proven to help reduce problems associated with asthma and other chronic health issues for those living here. Plumbing fixtures will use less water than traditional fixtures, and lighting, heating and cooling equipment will use less electric than traditional units while performing at a much higher standard. These strategies will help to reduce the expenses that you will have for utilities.

Another unique feature of your home is that the building is an historic structure originally built in the mid 1800's. Reusing old buildings is a great way to be sustainable because it maximizes the use of materials, reduces waste and preserves the historic character which is important here in the birthplace of America, Philadelphia.

When you venture out of your home, please enjoy the open space at Oxford and North Gratz Streets. The trees, shrubs and flowers in spring and the foliage in the fall are there for the benefit of the entire neighborhood. These plantings are all local species and, once established, require no watering except for what Mother Nature herself provides in the form of rain. The grass pathway does not require mowing and reduces carbon emissions by eliminating the need for gas-powered lawn equipment.

Please take the time to review the rest of this booklet and become familiar with the many features in your home that make it energy efficient and a better place to live. We have done the hard part of building these homes, now it is up to you the occupant to learn how to clean and maintain it in the correct way.

PLEASE NOTE: Some of the cleaning techniques that you may have used in the past CANNOT be used to clean your new home. This guide will provide the best and safest cleaning method that you should use. If you should have a question, please contact your Property Manager and they will resolve the question for you.

Thank you and enjoy your new home!

IMPORTANT PHONE NUMBERS

PROPERTY MANAGER: _____

PHONE NUMBER: _____

MAINTENANCE: _____

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HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

Housekeeping and Cleaning

It's important to take care of your home, to keep it clean and pest-free, and to clean it using safe products, in order to help protect your health and maintain a pleasant living environment. Here are some recommendations on general housekeeping practices, cleaning products, and clothes cleaning.

General Housekeeping Tips

- Sweep the floors of your apartment regularly (preferably at least once a week), and mop the hard surface 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, wipe it up immediately with a dry towel or rag. Mildew and mold can develop in carpeting that stays wet too long.
- 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 building maintenance/management staff, as mold can cause serious health problems if it is not addressed.
- Open the window whenever there are odors, cigarette smoke, fumes from cleaning products or other chemicals, or excess moisture in your apartment. 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 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 used 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 or unless they are benign, non-reactive, non-toxic substances).
- If you need to dispose of a container of a chemical cleaning product that is not completely used up, it should be taken to the city's hazardous waste facility. (See the next section on Trash and Recycling for more information on hazardous materials disposal.)
- 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 liquid/Castile 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.

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.

HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

Trash and Recycling

Trash

It is your responsibility to adhere to the trash schedule mandated by state law and the terms City of Philadelphia ordinances. Any city imposed trash fines and/or penalties issued will be the sole financial responsibility of the tenant. If a fine is imposed on a building with more than one apartment, the fine will be split evenly amongst all apartments. Immediately upon receipt of the bill, the tenant ledger will reflect the amount owed and the payment will be due 30 days after receipt. There will be no payment arrangements made for these fines. Failure to pay fines is subject to lease termination. Lease infractions will be issued to anyone who refuses to adhere to the trash policy or follow the rules in place.

Recycling

It is your responsibility to adhere to the recycling schedule mandated by state law and the terms of your lease. Any city imposed recycling fines and/or penalties issued will be the sole financial responsibility of the tenant. If the fine is imposed on a building with more than one apartment, the fine will be split evenly amongst all apartments. Immediately upon receipt of the bill, your tenant ledger will reflect the amount owed and the payment will be due the first of the following month. There will be no payment arrangements made for these fines. Failure to pay fines is subject to lease termination. Lease infractions will be issued to anyone who refuses to recycle or follow the rules of recycling.

I understand that recycling must be kept separate from trash. Recycling must be held in my unit until the City's scheduled pick-up date. I understand that rinsing out the items and keeping them in a bin in my unit will aid in the prevention of insect or rodent attraction/infestation.

I am aware that recycling bins are available at Neighborhood Street Department Sanitation Convenience Centers between 8AM and 6PM (call before going). For the closest center, I can call 215-683-3600 or I may use any sturdy container 20 gallons or less, clearly marked with the word "RECYCLING".

I understand that recycling can be set out as early as 7:00PM the night before collection. I understand that the city's recycling pick up schedule *may* be different from the city's trash pick up schedule. I understand that my pick up day may be pushed one day back when a holiday falls within a week. I will find out my schedule and adhere to it. I can call 215-686-5560 to find out my recycling day.

HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

Pest Control

It is important to keep your apartment free of pests (such as cockroaches, rodents, etc.), as pests can carry disease.

If you find bugs, ants, rodents, or other pests in your apartment, report it to the building's maintenance staff 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, neurological disorders, 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 apartment, 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; building management staff provides monthly extermination services

But the best strategy is to keep pests from coming into your apartment in the first place, rather than having to get rid of them later. Many pests are attracted by grease, sweets, other types of food, and standing water. If your apartment 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 apartment.

Pest Prevention Tips

- Clean up any open, unsealed food, 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 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 at least once a week (or every evening, if there are any pests in your apartment).
- Minimize clutter and paper piles that can provide hiding places for pests.
- If you notice any water leaks or moisture-damaged materials in your apartment, report the issue to building maintenance staff immediately.

Bed Bug Prevention and Control

"Bed bugs" are small, nocturnal insects that feed on blood. They are about 1/4-inch long and 1/8-inch wide. 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 the building. Here are some rules for prevention, as well as tips for getting rid of them if they do appear.

Preventing the Introduction of Bed Bugs

- Before you move in and bring clothing and bedding into your new apartment, 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; ask building management whether this is an option.

- When bedding is brought into the building for washing or is removed from your unit, seal the items (e.g., sheets, blankets, pillows, and pillow cases) in a plastic bag before transporting them into or through the building, to avoid spreading the infestation to other areas.
- Used mattresses and bed frames are not allowed into the building, unless property managers are certain that they do not harbor bed bugs.
- The mattress provided in your unit is encased in a permanent plastic covering, to prevent bug infestations. If you notice that the plastic covering is torn, please notify the building management staff.
- Eliminate excess clutter (particularly near beds and clothes), to reduce the number of places where the bugs can hide.

Getting Rid of Bed Bugs

- 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. Do not treat mattresses with insecticides (unless building managers can verify that the treatment is non-toxic to humans).
- 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.

HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

Common Laundry

The project has a common laundry area located at the rear of 1530 which is available for your use.

Hours of operation will be provided by your Property Manager at the time you sign your lease.

You will receive a fob that will allow access to the laundry room. This fob is for use by you and members of your family living with you only. Failure to obey this will result in you being locked out and having to find another location to do your laundry.

Do not leave washing machines or dryers operating unattended, you must stay within the laundry area if you are doing your laundry.

Please clean out filters or lint traps when you are done.

Please do not leave trash in the laundry area. There is a trash can provided.

If you make a mess or spill something, please clean it up.

Please do not use harsh chemicals, bleach or dyes in the equipment.

Damage, abuse or other issues that will require additional time and resources from the management company may result in the laundry area being closed.

Thank you for your cooperation.

HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

Smoking Policy

You may smoke in your own home or on the public street only

There is no smoking in any indoor common space.

There is no smoking in the exterior common garden areas.

The City of Philadelphia No-Smoking Ordinance states that you must be 25 feet or more away from any public access door when smoking.

Smoking is not allowed in any of the common areas of the building; it is only allowed in apartment units or outside the building on the city owned sidewalk. If you smoke outside, please do not stand near the doors to the building or near any open windows.

Please do not smoke in the outdoor planted gardens.

If you smoke, please use an ashtray and throw away the butts. Do not let cigarettes or cigarette butts burn the counters, floors, carpets, or other surfaces in your apartment, and please do not drop cigarette butts on the walkways or sidewalks outside.

Thank you.

How to Save Energy and Water

Conserving energy and water resources benefits the environment in a variety of ways. For example, using less electricity reduces power plants emissions (from burning fossil fuels), which reduces air and water pollution, and that helps protect everyone's health.

Saving Energy

LIGHTS

- Turn off lights (and any electronic equipment) whenever you're leaving your apartment or when you do not need them to be on.
- When the light bulbs burn out in your apartment, notify Maintenance staff; they will provide energy-efficient replacement bulbs for you. 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; the building's staff should take them to the city's hazardous waste facility.
- If you are going to bring lamp(s) into your apartment, avoid using halogen lamps. Not only are halogen lamps major energy wasters, but they also pose a significant fire hazard.

HEATING & COOLING

- Make sure that the temperature in your apartment is comfortable and the heater is not set too high. During cool months, usually the highest temperature that a thermostat needs to be set for is about 68-69 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 the building temperature is too hot or cold (or if your heater will not turn off), notify the building management.
- During the warm months, please make sure that you do not set the thermostat too low, Energy-Star recommends a setting of 78 degrees. Trying to cool your home far below that temperature could cause the equipment to freeze and either shut down for an extended period of time or fail completely.
- Do not leave the heat or air conditioning on when you have the window open, or open the window when you have the heat or air conditioning on (unless you just need to open the window while smoking or to air out the room for a short time). Heating and cooling the room at the same time wastes energy.
- Keep your heater clean and dusted.
- Do not place furniture next to or on top of the vents, as that can block the heat or air conditioning from entering the rest of the room.

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 apartment 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 the building's maintenance staff right away so that they can fix the leak.
- Try not to take really long showers; keep shower time under 10-15 minutes.
- When using a clothes washer, try to clean fairly full loads, when possible (or select a light-load setting for small loads, to use less water than would be used for a full load, if that's an option on the washing machine).

Other

- 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 require some form of assistance contact building maintenance staff.
- When doing laundry, clean out lint from dryer lint filters before or after each load of laundry. This helps the machines run more efficiently and prevents the lint from becoming a fire hazard.

APPENDIX 1

Green Materials

Many different materials went into the construction of your home and in fact, our sustainability or green efforts started several years ago for this project during the conception and design of the project. Our design team, the investors and many other project partners were all brought together to meet and discuss the project. We determined what all of these key players expected the outcome to be and then set into motion a plan that would deliver the project in the manner specified.

The prescribed outcome of the Temple North Gratz Street project was to for the 40 residential units located in 29 buildings to be reconstructed in a manner that was historically correct to preserve buildings originally built in the mid 1800's, sustainable, green, environmentally friendly and be a place that would meet the needs of the residents that would live in them.

There is a saying that the greenest building is one that has not been built yet. The second greenest building is one that has already been built and is being reused or preserved. The buildings that make up the Temple North Gratz Street project are all historic structures having been built in the mid 1800's. The project is registered on the National Historic Register and is also part of an historic district known as the Lower North Philadelphia Speculative Housing Historic District.

With any project that is a rehabilitation of an existing space, there is always a lot of construction waste in the form of demolished materials, trash left behind and even packing materials from new products being used in the project. The Temple North Gratz Street project generated a total of over 550 tons of material that was removed from the site in dumpsters and taken to a location in Northeast Philadelphia to a construction waste recycling center where it was sorted and sent to various facilities to be recycled into other materials and products and we are proud that over 460 tons or 82% of the total material was kept out of a landfill.

Many of the products used were manufactured within 500 miles of Philadelphia including the historic windows on the front side of each building. Locally sourced materials are beneficial by reducing the transportation cost associated for shipping materials from where they are made to where they are used. Other locally sourced materials include the kitchen cabinets, bath vanities and countertops, the vinyl windows and all of the planted materials used the outside areas to beautify the area.

Lumber used for construction was all certified as being from sustainable forests from growers and harvesters that incorporate best practices for sustainability of forests by the Forrest Stewardship Council. The flooring contains over 50% recycled material. Paints, adhesives, caulks and sealants all are low or no VOC. VOC is volatile organic compounds which give off the odor that traditional similar materials would normally have. These vapors and odors can cause respiratory distress and discomfort and they tend to emit these odors for very long periods of time, some even as long as ten years although you may not be aware of the odor since your sense of smell acclimates to it quickly and you are no longer aware of it.

Additional insulation and advanced techniques for sealing leaks that would allow conditioned air to escape or unconditioned air to infiltrate the buildings were employed and special testing was performed to insure the quality of the workmanship at several different stages of the construction process as well as after all construction was completed. The roofs all meet the law that Mayor Nutter signed in May 2010 requiring all new roofs to be white. White roofs have gained in popularity over the past few years mostly to reduce the heat gain associated with traditional black asphalt roofs. During the hottest days of summer, the temperature on a black asphalt roof can reach temperatures in excess of 195 degrees which is absorbed and is transferred into the living space making it much warmer and harder for air conditioning units to cool. The white roofs reflect the heat back into the atmosphere and the effect is a 10 to 30% reduction in heat load for the air conditioning system and that helps to reduce energy bills since the equipment does not have to work as hard or run as long.

APPENDIX 2

Green Systems

You have already been given a lot of information about the Heating, Ventilation and Cooling systems in your home and here is some additional information to better help you understand how the systems installed are more sustainable and will be better than other systems that you may have experienced in the past.

Heating & Air Conditioning

Your furnace and air conditioning unit are powered by electricity and you pay the electric bill so you have direct control over both your comfort and your expenses. While your home is insulated much better than what building codes require, there are a few things that you should know and consider when dealing with heating and air conditioning. The maintenance department will perform normal and routine service including changing filters as prescribed by the manufacturer's recommendations. Should your heater or air conditioner fail to operate, please call the maintenance department for service.

Set-Back Thermostat

Your home is equipped with a set-back thermostat. This allows for presetting temperature ranges to keep it warm or cool at set intervals of time to meet your schedule and needs. You can use the table below as a starting point for setting energy-saving temperatures, and then adjust the settings to fit your family's schedule and stay comfortable.

Programmable Thermostat Settings

Programmable Thermostat Setpoint Times & Temperatures			
Setting	Time	Setpoint Temperature (Heat)	Setpoint Temperature (Cool)
Wake	6:00 a.m.	≤ 70° F	≥ 78° F
Day	8:00 a.m.	Setback at least 8° F	Setup at least 7° F
Evening	6:00 p.m.	≤ 70° F	≥ 78° F
Sleep	10:00 p.m.	Setback at least 8° F	Setup at least 4° F

Rules of Thumb for Proper Use:

1. Keep the temperature set at its energy savings set-points for long periods of time (at least eight hours), for example, during the day, when no one is at home, and through the night, after bedtime.
2. All thermostats let you temporarily make an area warmer or cooler, without erasing the pre-set programming. This override is cancelled automatically at the next program period. You use more energy (and end up paying more on energy bills) if you consistently "hold" or over-ride the pre-programmed settings.

3. Units typically have two types of hold features: (a) hold/permanent/vacation; (b) temporary. Avoid using the hold/permanent/vacation feature to manage day to day temperature settings. “Hold” or “vacation” features are best when you're planning to be away for an extended period. Set this feature at a constant, efficient temperature (i.e. several degrees warmer temperature in summer, several degrees cooler during winter), when going away for the weekend or on vacation. You'll waste energy and money if you leave the “hold” feature at the comfort setting while you're away.
4. Cranking your unit up to 90 degrees or down to 40 degrees, for example, will not heat or cool your house any faster. Most thermostats, including ENERGY STAR qualified units, begin to heat or cool at a set time, to reach setpoint temperatures sometime thereafter. Units with adaptive (smart/intelligent) recovery features are an exception to this rule — Adaptive recovery units are constantly calculating the amount of time required to heat or cool the house, so that it reaches that temperature when the homeowner programmed it. By “examining” the performance of the past few days the thermostat can keep track of the seasons. In this way, your house is always at the comfort levels when occupied, but saving the most energy when unoccupied.
5. Many homes use just one thermostat to control the whole house. If your home has multiple heating or cooling zones, you'll need a programmed setback thermostat for each zone to maximize comfort, convenience and energy savings throughout the house.
6. If your programmable thermostat runs on batteries, don't forget to change the batteries each year. Some units will indicate when batteries must be changed.

Ventilation

Kitchen Range Hood

The range hood over the range is ducted directly to the outdoors. This helps to eliminate cooking odors, carbon dioxide, and moisture from within the home when cooking. It is important to the overall successful operation of all of the systems to use the exhaust fan every time that you use the range.

There are filters on the bottom of the range that should be washed in hot water with mild detergent on a once a month basis. This will prevent the filters from becoming clogged with grease and other cooking fumes which will prevent the gasses from being exhausted to the outdoors. It will also cause the fan to work harder which consequently would use more electric.

Bathroom Ventilation

You may hear a very low quiet fan running constantly in your bathroom. THIS IS NORMAL. Your home is very tight and air must be exchanged several times daily in order to keep odors and stale air from forming. There is a vent on the heating system that brings in fresh air to replace what is exhausted by the fan. When you enter the bathroom and turn on the light, the fan will run up to full speed and continue to operate at that speed even after you leave the bathroom for several minutes to ensure adequate ventilation is taking place. The fan should be used whenever showering, bathing or other personal bathroom activities are taking place. This will reduce moisture which could lead to mold and mildew growth especially in the bathroom because of the damp environment.

Lighting

The lights in your home are all Energy-Star qualified fixtures. This means that they use considerably less electric than standard lighting. The bulbs are all “pin” type fluorescent lamps that can be purchased at many retailers locally. It is your responsibility to replace burned out lamps and lights. Should you have difficulty, please contact your Property Manager or the Maintenance Department.

Plumbing Fixtures

All of the plumbing fixtures in your home meet the US Environmental Protection Agency's Water-Sense requirements for very low flow devices. Toilets use 1 gallon of water per flush but are vacuum assisted to ensure complete evacuation of the contents in the bowl. Should there be a clog, you are responsible to plunge the toilet in an attempt to free the clog before placing a call to the Maintenance Department.

Faucets at the bathroom and kitchen sinks flow at a rate of 1.25 gallons per minute and showerheads flow at the rate of 1.5 gallons per minute. While these rates of flow are very conservative, the faucets and showerhead are designed to provide excellent flow by adding air to the stream of water. This can reduce the amount of water consumed by the household by as much as 73% and reduce the energy cost to heat hot water by 50%. The reduced volume of water going down the drain also places less stress on waste water treatment plants and consequently is a huge benefit to the environment.

Exterior Spaces and Landscaping

Careful thought and planning went into the exterior spaces at Temple North Gratz Street. The lot at the Mead School at Oxford and North Gratz has been landscaped with native and drought resistant and tolerant plantings. The area that looks like a grass path is exactly that but this grass is different than what you would normally find; it is very slow growing yet very tough and tolerant to foot traffic. This grass only gets mowed once per year which is beneficial to the environment since small engine turf care equipment is a leading cause of air pollution with the emissions from the engines. This area is for your enjoyment and for you to experience a picturesque park like setting within the neighborhood in which you live. We are hopeful that in a very short period of time that we will have some inhabitants in the way of birds, butterflies, and maybe a squirrel or two.

We request that you be respectful of this area as it is there for everyone's enjoyment. Please do not litter or leave debris lying on the ground. Please enjoy looking at the flowers and plants but do not step on them or into the mulched beds. These beds were prepared to absorb and hold any rain so that irrigation is not necessary for the plantings to survive and thrive within the garden spaces. We request that you do not pick the flowers or cut any of the shrubs or trees. Picking the flowers will not allow others to enjoy the beauty of the space and cutting a shrub or tree could affect its growth pattern or even worse cause it to die.

SWEEP

Streets & Walkways Education & Enforcement Program



SWEEP is a Streets Department program created in June 1991 to educate Philadelphia citizens about their responsibilities under the Sanitation Code. Initially, *SWEEP* focused on commercial areas. As the program grew, officers expanded their patrols city-wide.

SWEEP enforces the law against violators through intensive street patrols by uniformed enforcement officers. Through education and enforcement, *SWEEP* supports and enhances individual and community efforts to maintain a clean city. A clean area improves the image, environment, and conditions of business districts and residential neighborhoods, making it more aesthetically pleasing to residents, workers, business owners, and tourists.

Why is *SWEEP* essential?

A clean city is a better place to live and work. A litter-free environment will enhance the city's image and economic vitality and, as a result, will attract tourists, shoppers, and businesses. Compliance with the Sanitation laws is cost effective, since keeping litter off the streets is less expensive than cleaning them.

How does *SWEEP* operate?

Specially-trained Sanitation enforcement officers meet with residents and individuals responsible for the operation of businesses and apartment buildings to review clean-up responsibilities. *SWEEP* officers will work with residential communities to address problem locations. In instances of non-compliance, *SWEEP* officers issue warnings and citations to the appropriate individuals.

What are the benefits of *SWEEP*?

SWEEP is a comprehensive, centralized, and accessible resource for information about the Sanitation Code. To help make Philadelphia a cleaner and safer place to live and do business, *SWEEP* increases awareness of the Sanitation Code, reduces the number of violations, and holds violators accountable.

How can citizens and business owners/operators comply with *SWEEP*?

Trash/recycling should be set out as early as 7:00 PM the night before collection day and as late as 7:00 AM the day of collection at your authorized pickup site.

Early Collection: (Vine St. to Bainbridge St., from Schuylkill River to Delaware River): Trash/recycling should be set out between 8:00 Pm the night before collection day and 6:00 AM on the day of collection at your regularly authorized pickup site.

Guidelines for Businesses with Private Trash Collection

Solid Waste Recycling Plan
In accordance with the Commercial Recycling Regulations, an official Philadelphia Commercial Solid Waste Recycling Plan must be filed with the Philadelphia Recycling Office and posted in a public area within your premises.

Guidelines for Businesses & Residents with City Trash/Recycling Collection

Trash/Recycling Timetable

To maintain a cleaner City, place your trash/recycling out only on your scheduled collection day. If you are unsure of your collection day, call the Customer Affairs Unit at (215) 686-5560. Set out trash/recycling as early as 7:00 PM the night before collection day and as early as 7:00 AM the day of collection at your authorized pickup site.

Early Collection: (Vine St. to Bainbridge St., from Schuylkill River to Delaware River): Set out trash/recycling no earlier than 8:00 PM the night before collection day and as late as 6:00 AM the day of collection.

Trash/Recycling Containers

Place all trash in personal trash cans with tight-fitting lids or leak-proof bags, filled only to the 40-pound limit. Wood scraps along with tree and brush cuttings shall be cut in pieces small enough to fit in a receptacle for set out. Place all commingled recycling in your recycling container.

Trash/Recycling Weekly Limits

You may set out up to 4 containers (32-gallon maximum) or 8 (26 to 32 gallons) leak-proof bags. Private collection is required if you exceed these limits, if your business is manufacturing or wholesaling, or if your building includes more than six units. To arrange for private collection, look in the Yellow Pages under "Rubbish and Garbage Removal." Businesses contracting for private trash services are not entitled to any collection by the City.

Trash/Recycling Timetable

Trash/recycling must be set out not more than two hours prior to collection. For collection scheduled after business hours, trash/recycling must be set out no more than 30 minutes prior to the close of business. Dumpsters not licensed for public right-of-way placement must be kept inside the business premises until the proper set-out time.

Trash Containers

Regulations require rigid containers equipped with lids for all trash set out for private collection. Each lid must be securely closed when waste is in the receptacle and containers must be fully leakproof. Wood scraps and other loose items do not require containment provided they are bundled securely enough to withstand wind and rain and do not violate the Fire Code (see the Philadelphia Code, Title 5). Cardboard boxes may never be used as containers for trash/recycling. City litter baskets are for pedestrian use only. Do not use them to dispose of your trash.

Dumpster Laws

Laws governing dumpster usage and placement are in effect. Consult your *SWEEP* officer for specific rules pertaining to licensing, identification, frequency of emptying, standards of cleanliness, proper closure, and screening requirements. Dumpsters may not be used for grindable food waste disposal.

SWEEP

Streets & Walkways Education & Enforcement Program

CITY OF PHILADELPHIA

The Honorable Michael Nutter
Mayor

Dr. Camille Cates Barnett
Managing Director

Rina Cutler

Deputy Mayor/Deputy Managing Director



STREETS DEPARTMENT

Clarena I. W. Tolson
Streets Commissioner

Carlton Williams

Deputy Streets Commissioner



CLEAN AND SAFE STREETS

All City Services

Phone: 3-1-1

Streets Department Internet site:

www.phila.gov/streets

Philadelphia Recycling website:

www.recyclingPAYS.phila.gov

Streets Department Customer Service

Phone: (215) 686-5560

(215) 686-RECY(CLE)

On Cellular phones: *FIX

Helpful Cleaning Tips:

- All cardboard boxes should be broken down and set out for recycling collection.
- Your property and sidewalk must be kept free of trash and litter. Sweep litter into proper containers, never into the street.
- Businesses that sell food for takeout should provide trash receptacles at all points of access.
- Property owners need to inform tenants about the City of Philadelphia's guidelines for trash and recycling collections. Property owners are responsible for their properties, including tenant activity.
- Within six (6) hours of the end of a snowfall or freezing rain, you must clear a path at least 30 inches wide on your sidewalk. Do not shovel the snow into the street.
- Cardboard boxes may never be used as containers for trash/recycling.
- City litter baskets are for pedestrian use only. Do not use them to dispose of household trash.

Adherence to the Sanitation Code provides cleaner sidewalks, less litter, and a more beautiful city for everyone.

Prepared by the Streets Department Planning and Public Affairs Office
Revised January 2010

Citizens should not offer payment for service. It is unlawful for City employees to accept monetary payment.

Recycling: Weekly single stream recycling has been implemented city-wide. Residents are able to place all recyclables in a recycling container next to their trash for curbside collection on the same day as their trash. Along with steel and aluminum cans, glass jars and bottles, they are able to add flattened cardboard and #1 and #2 plastics which are generally beverage and detergent containers. Recyclers can find these numbers on the bottom of plastic recyclables. For more information, please contact the City of Philadelphia's Streets Department's Recycling hotline at 215-685-RECYCLE or 215-685-7329, or visit www.recyclingPAYS.phila.gov.

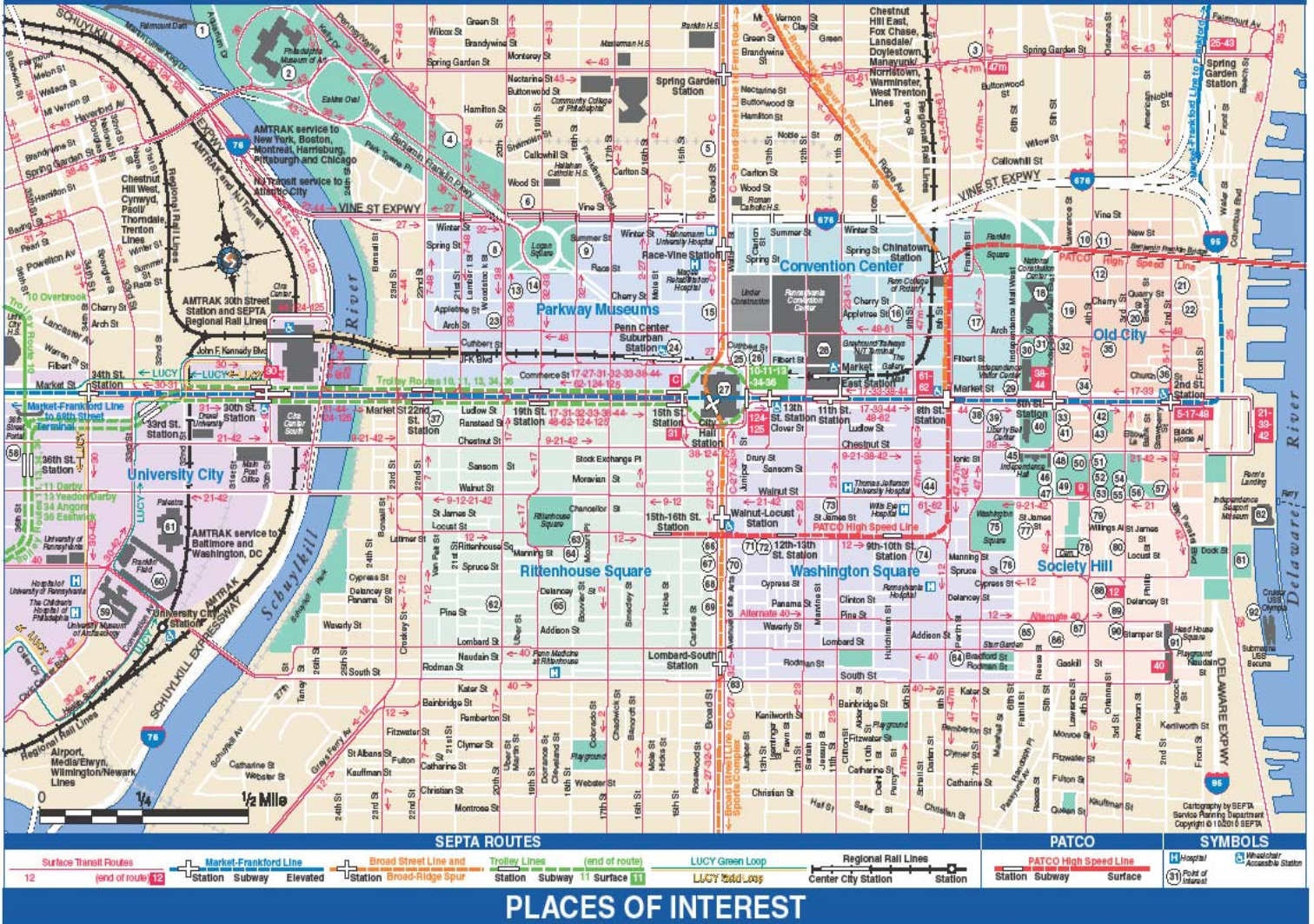
Recycling Bins: Residents may pick up a recycling bin at a Streets Department Sanitation Convenience Center, Monday to Saturday, 8am – 6pm, or at their local recreation center. Please call first to find out if the containers are in stock. Residents may also use any household container (no larger than 20 gallons), and mark it "RECYCLING." Contact the Customer Affairs Unit at 215-686-5560, or visit phila.gov/streets for www.phila.gov/streets

Commercial Recycling: The City of Philadelphia's Commercial Recycling Regulations went into effect on October 15, 1994. All buildings served by private trash haulers and the haulers themselves are affected by the recycling rules. Retail stores, offices, larger apartments, institutions, and government agencies must use approved licensed haulers. A list of these can be obtained from the Recycling Office at (215) 686-5444.

For information about City services: dial 3-1-1. | للمعلومات عن خدمات مدينة فيلادلفيا: اتصل بـ 3-1-1. | For more information sur les services de la Ville, composez le 3-1-1. | 3-1-1에 전화하십시오. | 3-1-1에 전화하십시오. | Para obtener información acerca de los servicios que brinda la ciudad, marque 3 1 1. | De más información sobre los servicios de la ciudad, marque 3 1 1. | Para obtener información acerca de los servicios que brinda la ciudad, marque 3 1 1. | De más información sobre los servicios de la ciudad, marque 3 1 1. | Para obtener información acerca de los servicios que brinda la ciudad, marque 3 1 1. | De más información sobre los servicios de la ciudad, marque 3 1 1. | Para obtener información acerca de los servicios que brinda la ciudad, marque 3 1 1. | De más información sobre los servicios de la ciudad, marque 3 1 1.

City of Philadelphia Transit Map

SEPTA CENTER CITY PHILADELPHIA STREET AND TRANSIT MAP



PLACES OF INTEREST

Indicated By Numbers On Center City Map

Historic Sites

Betsy Ross House.....	20
Bishop White House.....	55
Carpenter's Hall.....	52
Christ Church Cemetery.....	32
City Tavern.....	57
Congress Hall.....	45
Elfreth's Alley.....	22
First Bank of the United States.....	54
Franklin Court.....	42
Free Quaker Meeting House.....	31
Head House Square.....	91
Independence Hall.....	46
Jacob Graft House.....	38
Kosciuszko National Memorial.....	89
Liberty Bell Center.....	40
Library Hall.....	49
Mikveh Israel Cemetery.....	74
Old City Hall.....	48
Physick House.....	88
Powell House.....	80
Second Bank of the United States.....	50

Todd House.....	53
Tomb of the Unknown Soldier of the American Revolution.....	75
Historic Churches	
Arch St. Friends Meeting House.....	35
Cathedral Basilica of SS. Peter and Paul.....	9
Christ Church.....	36
Holy Trinity R.C. Church.....	76
Mikveh Israel Congregation.....	34
Mother Bethel A.M.E. Church.....	85
Old First Reformed Church.....	12
Old St. Joseph's R.C. Church.....	79
St. Augustine's R.C. Church.....	10
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St. Mary's R.C. Church.....	78
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Historical Museums, Societies	
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Historical Society of Pennsylvania.....	23
Independence Seaport Museum.....	82
Library Company of Philadelphia.....	71
Mutter Museum.....	37
National Constitution Center.....	18
National Liberty Museum.....	43
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Arts, Sciences, Drama, Music	
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Arts Bank.....	83
Athenaeum of Philadelphia.....	77
Curtis Institute of Music.....	63
Forest Theatre.....	73

Franklin Institute Science Museum.....	8
Free Library of Philadelphia.....	6
Institute of Contemporary Art.....	58
Kimmel Center for the Performing Arts.....	68
Merriam Theatre.....	67
Moore College of Art.....	13
Pennsylvania Academy of Fine Arts.....	15
Philadelphia Museum of Art.....	2
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Rosenbach Museum and Library.....	62
Society Hill Playhouse.....	84
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Walnut St. Theatre.....	44
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Places of Interest	
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Bourse Building.....	1
Chinese Cultural Center.....	16
City Hall.....	27

Criminal Justice Center.....	26
Edgar Allen Poe House.....	36
Franklin Field.....	60
Independence Visitors Center.....	30
Inquirer Building.....	5
Kennedy Plaza-Love Park.....	24
Masonic Temple.....	25
Merchant's Exchange.....	56
Palestra.....	61
Rosenbush Landing.....	81
Reading Terminal Market.....	28
U.S. Court House.....	29
U.S. Mint.....	19
U.S. Olympia.....	92

SEPTA Customer Service: 215-580-7800
www.septa.org



SEPTA Regional Rail & Rail Transit



LEGEND

- Market-Frankford Line
- Broad Street Line & Broad-Ridge Spur
- Norristown High Speed Line between 69th Street and Norristown
- Trolley Lines (Routes 10, 11, 13, 15, 34, 36, 101 and 102)
- Regional Rail Lines (end shows route destination)
- PATCO Line train to New Jersey (not a SEPTA service)
- Free interchange (no transfer needed between transit services)
- Pedestrian Connection (additional fare needed for connecting service)
- Wheelchair accessible station

INFORMATION

Customer Service: 215-580-7800
 TDD/TTY: 215-580-7853
 Website: www.septa.org

Effective as of 7/25/2010

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