

Clay Center Housing March 2018

Office Hours:

9 AM—Noon Monday—Friday

Afternoons By Appointment ONLY

ONLY during window hours— Tuesday & Friday from 9 AM to Noon— may tenants purchase stamps, get change, and pay rent in person. Checks and money orders may be placed in the drop box slot on the office door. Newsletters and statements are available at the office the last week of each month, after the 25th. **Each household is responsible for picking up the newsletter and READING the information provided.**

Outside of window hours, **please call before coming to the office, to verify that someone is available to speak with you.** The afternoons are when we schedule interviews and work on paperwork. Therefore we may not answer the phone or door at these times. Please make arrangements to pickup packages between 8 AM and Noon.

If you have a lock-out, call 785-632-2100 or come to the office. Only in the evenings or on weekends, if you have an emergency, should you call 785-447-9352. For a work order, **CALL THE OFFICE, NOT** the emergency number. It is NOT necessary to come to the office, just call. Leave a message stating unit number, nature of problem and whether maintenance has permission to enter. Your needs will be addressed as soon as possible in the order of urgency.



330 West court Street, Clay Center, KS

Telephone: 785-632-2100 Fax: 785-632-6363

Website: claycenterhousing.com

Like us on Facebook!

KS Relay Center TDD 800-766-3777



SAFETY TIPS

It's important to be on the lookout for hazards throughout the day. Whether you're walking to work, taking care of an elderly relative or watching your children, the National Safety Council offers a variety of tips to help stay safe all the time:

- Avoid distracted walking. Stop walking and move to the side when reading emails or texts. Never cross a street while using an electronic device.
- Falls are the leading cause of death for older adults. Install anti-slip mats and grab bars in the bath or shower, and handrails on stairs. In addition, ensure every room and stairway has adequate lighting, which may include nightlights.
- More than one-third of injuries and deaths among children occur at home. Stay vigilant for sources of potential injury, including pools, bathtubs, fireplaces, grills, and chemicals stored under the sink or in your garage.
- Get to know your neighbors. Know who belongs in the area and who doesn't.

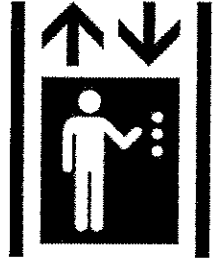
Wherever you are, consider the hazards unique to the location. A fun outing could turn stressful quickly if you're injured.

- Going to a ballgame? Watch for foul balls.
- Heading to a concert? Consider earplugs to help protect your hearing. Check for cables that may run along floors.
- Visiting someplace new? Designate a meeting place in case you get separated.

Whether you're in your home or visiting others, be aware

that seemingly harmless electronic devices (remote controls, keyless-entry devices, toys, watches and more) may contain coin lithium batteries (also called “button batteries”) that can cause serious injury or death if swallowed.

For millions, riding in an elevator is an everyday occurrence. When using elevators, follow these “do’s” and “don’ts” from the Elevator Escalator Safety Foundation to help stay safe.



Do:

- Watch your step when getting in or out of an elevator to avoid tripping.
- Hold the handrail if one is available, and stand next to the walls, away from the door.
- Stay calm if you find yourself stuck in an elevator. Use the elevator’s alarm button or emergency contact button to get help.
- Reassure and calm anyone who is panicked about being stuck in the elevator.
- Stay in a stuck elevator – don’t attempt to pry open the doors. “The inside of an elevator is the safest place to be while the elevator is stopped,” EESF states. Stay quiet and wait for safety instructions.

Don’t:

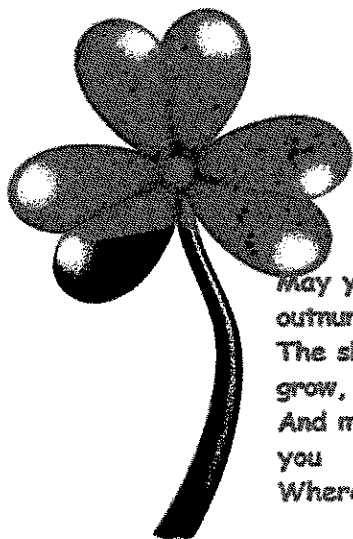
- Use an elevator in the event of a fire. Take the stairs instead.
- Get on an overly crowded elevator. It may be reaching its weight capacity, so it’s better to wait for the next one.
- Engage in horseplay.
- Rest on or push someone against a door.

FIRST DAY OF SPRING MARCH 20

Did you know that during the month of March you can celebrate these other observances:

Adopt A Rescued Guinea Pig Month, Humorists Are Artists Month, Mad For Plaid Month, National Caffeine Awareness Month, National Kite Month, National Peanut Month, Buzzard Day, Iditarod, Play the Recorder Month, Shakespeare Week, National Umbrella Month, Sing with Your Child Month, American Chocolate Week, National Cleaning Week, Pig Day, Dr. Seuss Day, Oreo Cookie Day, Panic Day, Save a Spider Day, World Backup Day, Pencil Day, Little Red Wagon Day

Pick a day and make it a great one!



May your blessings
outnumber
The shamrocks that
grow,
And may trouble avoid
you
Wherever you go.

Irish Blessing



Sick Days
www.DailyMesses.com



HINT: Spaces and punctuation are removed from words in the puzzle.

ETS IONB GECNES BAY
LWEPEDIA LYTEPI SG
CIOTRRETCSASAECI
ITOPUTNOITURNPSK
TNOITPIRC SERPPDL
OEIRATCASNSRIWDS
ILLGRRIDPEAUIVOS
BSLEEPDEOE BLEACH
INNVPRESPZAYCSTM
THERMOMETERHLUOO
NFSIEODSODELEVRE
ANSCTYORNSILIBES
ITRPOUSUPHRETAWE
NRMTPUANCRSEL CUB
LYSOLLGUBSDERRSN
SPFEUGEHPISEPEBE

Absence
Bleach
Doctor
Germs
Medicine
Pedialyte
Sleep
Temperature
Water

Aches
Bug
Dosage
Illness
Movies
Popscicle
Sneeze
Thermometer

Antibiotic
Chills
Fever
Laundry
Note
Prescription
Soup
Tissues

Bacteria
Cough
Gatorade
Lysol
Nurse
Sick
Symptoms
Virus

TENANT NOTICES

RENT PAYMENTS DUE BY THE 10TH OF EACH MONTH - It doesn't matter when you get paid, your rent is past due if not paid by the 10th. The only exception is if social security is your ONLY income and you don't receive your deposit till the 2nd or 3rd Wednesday of the month. You need to plan ahead and pay your rent on time. The current late charge is \$25 but apparently that isn't enough to encourage being on time with your payments.

ELECTRONIC PAYMENTS - Simplify paying your rent and write one less check every month. You may already have your monthly insurance premiums automatically deducted from your checking account so why not do the same with rent your statement. If interested, please see Kimberley at the housing office and start your auto-pay next month.

PLUMBING - Our kitchen and bathroom drains are not made to handle anything other than water. Do NOT pour grease, food scraps, etc. down these drains. Run hot water after washing dishes, brushing your teeth or taking a shower and clean out any hair from all sinks and showers, as that is the worst culprit for blocking drains. Do not flush anything but toilet paper and human waste. No food, paper towels, feminine hygiene products or facial tissues should ever be put in the toilet. Tenants will be charged for the cost of overtime for maintenance or the bill from the plumber on any plumbing issue caused by improper use of the properties' plumbing.

LAUNDRY - Please leave the washing machine doors OPEN after unloading. Closing them creates a musty smell and may cause mildew. Also, be sure to check your pockets before loading machines. Unusual items have been found in the washers that could cause harm to other individuals and/or their clothing.

COMMUNITY ROOM DOOR - If you find the community room door unlocked in the evenings and/or weekends, **DO NOT lock it**. Someone will be using the room and the door needs to remain unlocked. When you

take it upon yourself to lock the door you are forcing housing personnel to make an extra trip to unlock the door again. **Leave the door alone!**

EXERCISE PROGRAM - This is lead by Jericho from Angel Care Home Health and will be every Tuesday morning at 9:45 in the Apollo Towers Community Room. If interested please arrive a few minutes before, ready to start.

POTLUCK - Join your fellow tenants at 6 PM Friday March 9th in the Apollo Community Room for some shared food, fun and friendship. Potluck is the second Friday of each month.

TAI CHI PROGRAM - March 16th in the Apollo Community Room from 10 - 10:45 AM. The program will be presented by Jacquie Mack of Angel Care Home Health and is held the third Friday of each month.

NEEDLEWORK CLASSES - Interested in learning how to knit, crochet, hand embroider or brush up your skills? Tenant Shirley Murray will be in the Apollo Towers Community Room at 10:30 every Tuesday morning. Bring your supplies and let Shirley help you create your own handwork.

BALANCE & STRENGTH EXERCISES - Gail Hileman will again lead a series of classes every Monday starting April 2 through May 23rd. This will be held in the Apollo Towers Community Room to begin at 1:30 PM and last approximately one hour.

FREE SKIN CANCER SCREENING for SENIORS - April 17th from 1 - 5 PM in the Apollo Towers Conference Room, one door East of the Media room. More details will be announced later this month.

PERSONAL FINANCE CLASS - Sunday March 18th at 3 PM

FAIR HOUSING MEETING - 3 PM on Sunday April 15th.

PRINCIPLES OF ACCOUNTING CLASS - \$25 fee Classes will be Monday evenings June through September at 7 PM. Enrollment closes on May 11th.

BUDGET MEETINGS - for all properties will be held in the Apollo Towers community room on Sunday July 29th at 3 PM.



Don't forget to "Spring Forward"
and set your clocks 1 hour ahead

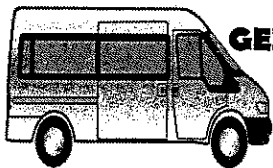
~ ~ Sunday, March 11th ~ ~

PET WASTE BAGS - 25¢/roll at the office

UNIT INSPECTIONS—Thursday March 8th all units on floors 1 & 2 of Apollo Towers will be inspected whether you are home or not.

SPRAY DAY - Wednesday March 14th is bug spray day for Apollo. Parkview & Tolin are the even months and Apollo the odd, usually on the second Wednesday of each month. This is your advance notice and we **will spray ALL units.**

FRIENDSHIP MEALS—For information or questions please call 785-632-5767 or contact Amber in the Nutrition Office located next to the south entrance of Apollo Towers.



GENERAL PUBLIC TRANSPORTATION MINI-BUS

Call 785-632-2447 and schedule your ride today!

Beauty Shop—Arlene Stewart

Located on first floor of Apollo Towers

by the community room.

For an appointment call 785-630-0742

