



O'FARRELL ASSOCIATES

851 O'FARRELL STREET, SAN FRANCISCO CA 94109

Resident Manager Manual

PIP, INC/SFRENT.NET

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Resident Manager Manual

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Familiarizing yourself with your building.

As resident manager you will have to know all the ins and outs of your building, what to do in an emergency, who to contact and everyday procedures for a smooth running building as well as monthly rent collection, work order turn-in and the rent check turn-in process for a smooth integration with the management office.

The O'Farrell Street Apartments is a four story building with basement. This building has a secure street entry access through the front of the building at the street and a side door at the front of the building that leads to the basement. This building has its own boiler system for heat, its own boiler system for domestic hot water, its own electrical supply, entry system, phone and cable feeds. The water shutoff for this building is located in an access panel, (Water Vault Box) in the sidewalk in front of building. This manual will serve as a step-by-step guide for the smooth running of your building.

Building walkthrough

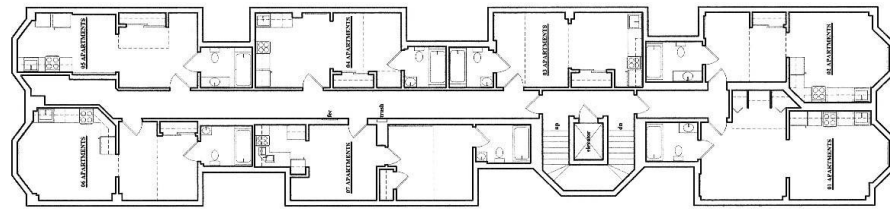
The O'Farrell Street Apartments building has four floors including the basement with a total of 26 apartments, consisting of 15 one bedroom units, and 11 studios. The one bed rooms are 101, 105, 201, 202, 206, 207, 301, 302, 306, 307, 401, 402, 406, and 407. Studios are 102, 103, 104, 203, 204, 205, 303, 304, 305, 403, 404, and 405.

Apartment layout by floor is as follows:

1st floor	Apts. 102, 103, 104, 105, 106.
2nd floor	Apts. 201, 202, 203, 204, 205, 206, 207.
3rd floor	Apts. 301, 302, 303, 304, 305, 306, 307.
4th floor	Apts. 401, 402, 403, 404, 405, 406, 407.

Basement Electrical area, phone board, cable room, boiler room.

Building foot print & utility location



P.I.P. Apartments
851 O'Farrell Street, San Francisco, CA 94109



Building entry system

The building entry system is located on the left wall before you enter the main front building door. The entry system was installed and is regularly serviced by Sound Communications. Normal directory entries and deletions are to be done by building manager; the programming instructions for the entry system follow.

SOUND COMMUNICATION SYSTEMS

4208 TELEGRAPH AVENUE

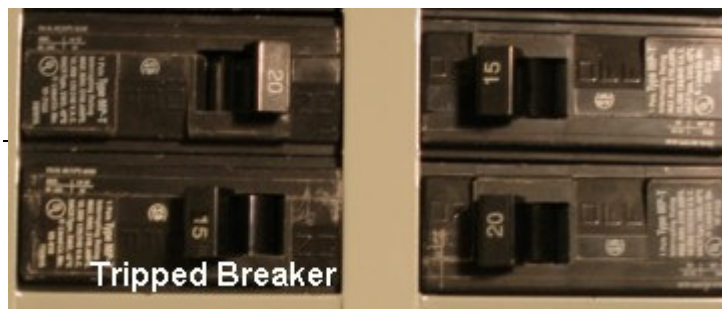
OAKLAND, CA 94609

(510) 595-8111 / FAX: (510) 595-1352

Electrical room



The main electrical building shut down and apartment electrical is located on the first floor towards the rear of the building just before the rear exit on the left side across from the boiler room. Slide the lever to you left that is shown on this picture located on the center of the box to turn all electrical power off.



To determine if a circuit has blown, look at the front panel, all

the breakers should be in the on position. If any breakers have tripped they will be in the center position closer to the off position. Important, when resetting breakers you must turn them all the way to the off position before setting them to the on position. Here you will find a diagram showing a “tripped” circuit breaker

Figure 4 Bottom left corner of picture shows “tripped” breaker.

Rear elevator machine room



The rear elevator machine room is located in the stairs leading to the roof top. **CAUTION** should be used when in this area due to there are several moving mechanical parts. The rear elevator shut off switch is located on the upper right of the picture, Pull the switch down to

turn electrical power off.

Building gas shut off



The building gas shut off is located in the basement towards the front of the building on the right side of a wooden cabinet across from the laundry room.

Apartment gas meters are also in the wooden cabinet.

Key box for vendors

on the first floor as you before you open the building to exit.



Vendor key box is located come up from the garage just door to the main lobby of the

Cable box distribution



The cable distribution box is located on the roof top

The **cable box** is to only be accessed by employees of Comcast cable. If tenant have problems with the cable operation or lines they must contact Comcast directly.

Phone box distribution

Not found, did not have all keys, RM did not make copies of all keys

Building main water shut off



The building main water shut off is located in the basement towards O'Farrell. To turn the water off turn red the lever down. Call San Francisco Water district if you are not able to turn the lever.

Hot water heater room



The main building water heater is located in the basement in a storage room as you go down the stairs from the first floor. This water heater should only be serviced by a licensed technician unless you get prior authorization from the office and given specific information of what to do.

Hot water heater temperature adjustment



PLEASE READ, VERY IMPORTANT FOR SAFETY

The hot water temperature valve is located on the water heater just above the heater valve. The adjustment is done using a very small slot type screwdriver and should not be turned above 140 degrees. Final determination of this setting is done by checking the faucet temperature on the first and top floor of the building. **The hot water temperature should be between 112 to 120 degrees** per U.P.C. (Uniform Plumbing Code). This temperature must be checked once per month to prevent folks from getting a severe burn injury.

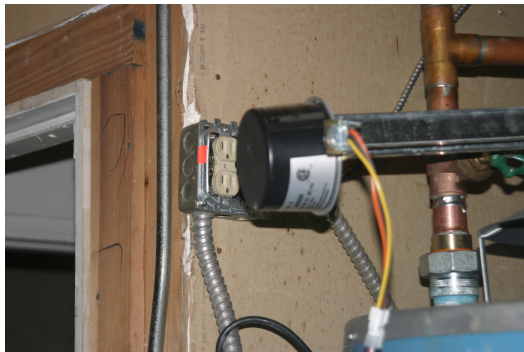
Hot water heater valve / pilot



The water heater valve is located at the bottom of the water heater. Turn the black knob located on the top of the valve to turn the valve off if you smell gas leaking from the water heater. Also turn the gas valve off that on the flex supply line leading to the water heater gas valve. If leak continues shut off the main gas valve to the building. Call staff immediately and inform them.

There is no pilot to light on an electronic type water heater.

Water heater circulating pump



The boiler pump is located across from the water heater to the upper left as you look at the water heater.

Laundry room



The laundry room is located in the basement of the building to the right when you exit the elevator. The laundry room has coin operated washers and dryers. If there are service issues to be addressed the vendor for the laundry facilities is Coinmach and the service number is located on a sticker on each machine. Because there are units above and around the laundry room, laundry hours should be posted and adhered to. Some common courtesy rules for tenants are

- No dying of articles in washers, this stains the washers and color may bleed into the next tenants laundry

- Keep in mind length of machine cycles and plan accordingly, either to switch clothes from washer to dryer, or to make sure laundry is done before laundry room hours expire
- Pick up dryer sheets and clean lint screens in dryers after each use, always place lint and dryer sheets in trash receptacle not on floor
- Building management is not responsible for lost or stolen articles from the laundry room, it is each tenants own responsibility for their items while in laundry room.
- No dying of articles in washers, this stains the washers and color may bleed into the next tenants laundry
- Keep in mind length of machine cycles and plan accordingly, either to switch clothes from washer to dryer, or to make sure laundry is done before laundry room hours expire
- Pick up dryer sheets and clean lint screens in dryers after each use, always place lint and dryer sheets in trash receptacle not on floor

Trash bins and pick up schedule

The trash chute is located outside at the rear of the building.. It is each tenants responsibility to make sure that their trash/recycling is properly secured and placed inside the proper containers. The building is not responsible for the disposal of anything other than common household trash; tenants are responsible for disposal of any furniture or large items. They must either haul these away or arrange for pick up of these items. Tenants are not to place large items into the dumpster units or beside dumpsters. The building has a trash can located in the laundry room for empty detergent bottles, dryer lint, laundry trash, this these are not to be used for tenant apartment trash, it is the managers responsibility to make sure these cans are emptied as necessary. Trash and recycling pick up is done Monday through Friday, it is also the manager responsibility to make sure the trash and recycling receptacles are on the sidewalk for pickup. If container is not picked up it is up the manager to call the garbage company to have the container picked up.

Trash bins safety

It is the tenants responsibility to make sure large items get cut up into smaller portions to prevent the trash chute from getting jammed. No flammable type material is allowed into any garbage container. Failure to do this can result in injury.