



#### THE CAPNCM PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Community Action Partnership of North Central Missouri offers services to individuals to become self-sufficient by empowering them to obtain the resources needed to build strong families & communities.

Equal Opportunity Employer/Program. Auxiliary aids & services available upon request to individuals with disabilities.



## How should I care for my CAPNCM rental?

Your rental home is the property of the Community Action Partnership of North Central Missouri, and should be treated with care. Take pride in your home!

CAPNCM maintenance hours for calls, faxes, visits, etc are as follows: Monday - Friday, 8am - 5pm, **any calls or messages left for staff outside of those times, will not be addressed until working hours.**

If you have a life-threatening emergency - no heat, fire, electrical issues that threaten the home or family, etc, please contact an approved repair man.

Contact us at

**660.359.3907**

**1.855.290.8544**

**1.800.735-2966 (TDD Relay)**

**Option #4**

**Extension 1050 or 1027**

[www.capncm.org](http://www.capncm.org)

[contactus@capncm.org](mailto:contactus@capncm.org)

**CARE & MAINTENANCE**  
of your CAPNCM rental



**CAPNCM**

Community Action Partnership of North  
Central Missouri

Strong Families = Strong Communities

## Brought to you by CAPNCM Housing Development

The main purpose of the Housing Development Program is to assist low-income people in their efforts to have safe, comfortable, & affordable housing.

Basic care and simple maintenance of your rental home can help keep everything running in tip-top shape so you get the most out of your house for years to come!

### Garbage Disposals...

After placing food items into the disposal, run cold water while the disposal is on. Keep both water and disposal running for 30 to 60 seconds AFTER the waste has cleared your drain. Keep anything hard, solid, fibrous, or starchy out of the disposal, these items can dull and/or get caught in the blades and block your drain:

- Bones
- Meat Fat or Grease
- Popcorn Kernels
- Banana or Potato Peelings
- Eggshells or Coffee Grounds

### Dishwashers...

A dishwasher is generally pretty low maintenance. Below are some basic tips for keeping your dishwasher running great!

- Level your dishwasher
- Check gaskets for cracks

- Check sprayer arm for clogs
- Check & clean screens & filters
- Check your water temperature
- Only run FULL loads
- Scrape excess food into the trash or rinse before putting into the dishwasher

### Smoke Detectors...

Alarms are a very important part of any home's fire safety plan. The smoke detectors in your rental home may just save your life!

- Test each alarm once per month, ask for help if you aren't sure how to do this.
- Change your batteries in the spring & fall, daylight savings is a good reminder.
- Smoke alarms should be at least 10 feet from your stove, and placed on the ceiling or high on a wall
- Make a fire escape plan for your home and practice it occasionally with your family

### Furnace Filters...

An efficiently filtered furnace can give you more efficient heating in

## Rental Units - Basic Care Instructions...

the winter and air conditioning in summer. You'll save on your utility bills and extend the life of your furnace too.

- Check your existing furnace monthly (once you can no longer easily see light through it, change it!)
- Double check that you are replacing your filter correctly, always point the arrow toward the blower motor

### Clothes Dryers/Lint...

It is very important to take good care of your dryer. Inefficient dryers can use huge amounts of electricity, driving up your monthly bills.

- Always check and empty the lint trap screen after each load
- Do not overload the dryer
- Check your dryer vent / exhaust hose at least once per year to remove any lint build up
- Do not put overly heavy items into the dryer
- Double check pockets for items that may potentially damage your dryer

### Emergency Numbers...

Please note that non-emergency or

business hours calls without staff approval will be the financial responsibility of the tenant.

- Davie Davis (660)684-6359 (Apartments, Hamilton, Gallatin, Bethany)
- O'Neals (660)359-3598 (Trenton)
- Foster's (660)707-0797 (Chillicothe, Trenton)
- Ken's (816)586-3703 (Hamilton, Gallatin)
- Allen Heating (660)258-7032 (Brookfield, Milan)
- Schoonover (660)947-2183 (Milan, Unionville, Princeton)
- Allen Don Heating (660)258-7032 (Brookfield, Chillicothe, Milan)
- Well's (660)748-3300 (Princeton)
- Reger Heating (660)445-2130 (Milan, Unionville)
- Miller Electric/Heating (660) 265-3836 (Milan, Unionville)
- Sanders (660)425-6618 (Bethany, Pattonsburg)

### Office Hours

M-Th 7:30am - 5pm

855-290-8544

