

HOUSING HANDBOOK

Terms and Conditions of Residence & General Information



For Properties Owned
and Operated by

UNION COLLEGE
Lincoln, NE

To request electric bill be transferred to tenant's name:

1. Request that service be transferred into your name as of the first day of occupancy (or as close as possible to move in date).

Utility bills will come directly to your address. Upon vacating the apartment, call the electric company and have the electricity transferred back into the name of Union College. **Do not ask that the electricity be disconnected.**

UTILITY PHONE NUMBERS:

Black Hills (Gas) (888) 890-5554
Lincoln Electric-LES (Electric)..... (402) 475-4211
Lincoln Water (Water)..... (402) 441-7551

FURTHER QUESTIONS or SERVICE NEEDS?

If you have any student housing questions that are not answered in this booklet, feel free to contact:

Director of Housing

Union College
3800 S. 48th
Lincoln, NE 68506
housingmanager@ucollege.edu
(402) 486-2502

After-Hours Emergencies

(402) 413-8088
**Call/text this number first.*

Service Requests

Tenant portal at:
www.ucollege.edu/campushousing

Plant Services Weekend

Emergency #

(402) 486-2636

**Call/text "After-Hours" first*

Campus Safety

(402) 486-2911

FORWARD

This booklet contains information on the facility, as well as regulations and policies established by Union College.

Every effort has been made to insure the accuracy and timeliness of information in this brochure; however, Union College reserves the right to institute such changes as deemed necessary.

PHILOSOPHY AND STANDARDS

Union College is committed to equal educational, employment, and housing opportunities for its students, and does not discriminate on the basis of race, color, sex, handicap, or national origin. Because of our unique mission as a Seventh-day Adventist educational institution, we aim to provide for our tenants an environment that is in harmony with Seventh-day Adventist principles and lifestyle.

We ask all tenants to be supportive and understanding in the observance of Saturday as our Sabbath. Sabbath is observed from sundown Friday evening through sundown Saturday evening. Additionally, we require that tenants and their guests avoid the use of alcohol, tobacco, or controlled substances of any kind.

MANAGEMENT

All apartments are under the direction of the Director of Housing for Union College, whose office is located in the Business Office in the Everett Dick Administration Building (DB #506). Inquiries should be addressed to this office, to housingmanager@ucollege.edu, or you may call (402) 486-2502.

TERMS AND CONDITIONS OF RESIDENCE

APARTMENT MODIFICATION

No modifications such as painting, wallpapering, carpentry, plumbing or electrical work of any type by the tenant is permitted. Any such modifications or installation of any equipment and/or damage resulting from such work, or carelessness, may result in a partial or total non-refund of the rental deposit. If the amount of the deposit does not cover the entire cost of repairs, the tenant will be responsible for the additional amount.

APPLICATION

An application form and fee is required for each applicant 18 years of age and older.

APPROVAL

Student tenants must be approved through the Student Life office. All roommates must be of the same gender unless married. Under Nebraska law, all adults must be named on the lease agreement.

BUSINESS VENTURES

No business or commercial venture may be permitted to operate on or from the rental property.

CHECKOUT PROCEDURES

1. Give notice at least thirty days prior to the first of the month when you plan to move. The notice must be given before the first of the month in your tenant portal at www.ucollege.edu/campushousing.
2. Download a checkout form from your tenant portal.
3. Make an appointment 24 HOURS IN ADVANCE with the head custodian to check your apartment. Note that this appointment can only be scheduled for when you are

completely moved out and cleaning is finished. Failure to clean the apartment will result in our needing to hire an individual to clean the apartment and this amount will be deducted from the deposit fee. It is to your advantage to do your own cleaning. Please follow the checkout form carefully to guarantee return of full deposit.

4. You will need to surrender your keys to the head custodian at your checkout. Please plan accordingly.
5. Notify the post office of your forwarding address.
6. Notify utility companies to transfer service into the name of Union College. *Do not request to have utilities shut off.*
7. Notify any TV or Internet companies to cancel service.
8. Any personal items left in an apartment after vacating the premises are not the responsibility of Union College and will be disposed of.

In order to be eligible for a full deposit refund, each tenant must check out properly. Refunds may not be given if a tenant fails to go through the checkout process. Checkout appointments may be scheduled during regular business hours/weekdays.

COLD WEATHER PRECAUTIONS

Please remove all hoses from outside spigots in the Fall to avoid frozen pipes. Also, when temperatures drop below 10 degrees, please leave cabinet doors open by sinks and leave water dripping just a bit in order to keep pipes from freezing. If your unit has a garage, please keep garage doors closed. DO NOT TURN OFF THE HEAT IN COLD WEATHER!!

DEPOSITS

A security deposit is required of all tenants. The security deposit does not bear interest and cannot be charged to a student account. Deductions will be made from the tenant's security deposit for any

costs Union College has incurred as a result of the tenant's noncompliance with the rental agreement, including but not limited to, the following:

1. At least 30-days' written notice of intent to vacate not given. The notice must be given before the first of the month.
2. Tenant has damaged unit or contents.
3. Unit has not been properly cleaned according to checkout form. A cleaning fee can be withheld from the deposit if the unit is not cleaned properly.
4. Rent has not been paid in full, along with all other Union College financial obligations, including student tuition account.
5. Utilities not paid in full.

In order to be eligible for a full deposit refund, each tenant must checkout properly. Refunds may not be given if a tenant fails to go through the checkout process. Checkout appointments may be scheduled during regular business hours on weekdays.

DISTURBANCES AND NOISE

Tenants are asked to be considerate of their neighbors in maintaining a quiet and orderly atmosphere. Radios, televisions, parties, etc. must not disturb others at any time. Any loud noises or disturbances after 10:00 pm and before 8:00 am are prohibited.

ELIGIBILITY

College-owned housing is primarily made available to Union College student families where either the husband or wife is a student taking a minimum of eight (8) semester hours of class work per semester, and to college employees. As available, units may be made available to the general public.

Student tenants taking less than eight (8) semester hours should make arrangements with the Director of Housing for continuation of the rental agreement. Tenants who are no longer students at Union College may be asked to terminate the rental agreement if the unit is needed for Union College students or Union College employees.

Tenants must be approved through the Student Life office. All roommates must be of the same gender unless married. Under Nebraska law, all adults must be named on the lease agreement.

EMERGENCIES

Please notify the Director of Housing at (402) 486-2502 for all general concerns. For security issues, please contact 911 and then campus security at (402) 486-2911.

Emotional Support/Service Animals

Students tenants requiring Emotional Support or Service animals must complete an approval process through the Teaching Learning Center on campus. Forms can be found at https://ucollege.edu/wp-content/uploads/2018/12/Assistance-animal-request-form-packet-12_3_2018.pdf.

Non-students may submit a request to the Housing Office. You must have a “prescription” from an authorized medical professional and the animal must meet all standards and ordinances for the City of Lincoln. Other restrictions may apply.

FIRE PREVENTION

In case of a fire which cannot be easily extinguished, immediately vacate your apartment. Call 911 and then Campus Safety at (402) 486-2911 with the location of the fire.

Tenants are responsible for ongoing testing of smoke detectors and for replacing batteries as necessary. Open-flamed candles are not to be used in the units.

FIREARMS AND AMMUNITION

No firearms or ammunition, including air rifles, BB guns, and/or similar weapons are permitted in or around the housing units. No explosives of any nature may be stored or used on the premises.

FIRE RINGS/PITS

Fire rings/pits are not permitted on the premises. Likewise, no intentional or unintentional burning by tenants is permitted on the premises.

GUESTS

Tenant is responsible for the actions of his/her guests, and tenant should insure that guests are abiding by all provisions in the rental agreement and outlined in this handbook. Short-term visits by relatives and friends (not to exceed two weeks without advance permission from Director of Housing) are allowed.

INSPECTION-MAINTENANCE

The owner or agent may enter the dwelling unit with one day's notice for inspection, or sooner with the tenant's consent, to make necessary or agreed repairs, and supply necessary or agreed services. The tenant may not unreasonably withhold consent for the performance of such activities. The owner or agent may enter the dwelling unit without notice or consent in the case of an emergency, and they further reserve the privilege of showing the dwelling unit to prospective renters during the last thirty-day period of the rental agreement.

Once a maintenance project is started, and if follow-up is needed, tenant agrees that 24 hours' notice is not required. In such a situation, as much notice as is possible will be given.

Several times each year tenant can expect that Plant Services will enter the dwelling unit to perform planned preventative maintenance/repairs. Tenant will be given advance notice of these one-week timeframes when Plant Services intends to enter the dwelling unit for planned inspections/repairs.

KEYS

Tenants must contact the Campus Housing office for keys to their rental unit and mailboxes. The deposit for each key will be refunded when the key is returned. Keys are obtained from the office during normal weekday business hours. *Tenants are not authorized to have their own keys made and such keys will not be accepted as replacements or for key deposit refunds.*

LATE PAYMENTS – Non-Students

Rental payments made after the 10th of the month constitute a statutory breach of the contract agreement for non-student tenants. Notice is hereby given that acceptance of late rental payments is not to be considered a waiver of any of the terms of the rental agreement. A late payment fee may be assessed to the rent, as per the rental agreement.

LAWN CARE/SNOW REMOVAL

A fee may be assessed if tenant does not take care of lawn care/snow removal responsibilities.

LOCKS/ALARM SYSTEMS

Landlord, Plant Services, and/or Campus Safety must be able to access rental units immediately in case of emergency. Tenant may

not add special locks to rental units without the prior permission from the Director of Housing in addition to providing keys to Plant Services and the Director of Housing. In addition, if tenant chooses to use any kind of alarm system, entry information (i.e., key codes, passwords, etc.) must be provided to Plant Services and the Director of Housing before service is started, and tenant is responsible for any and all associated alarm fees.

LOCK OUTS

Do not attempt to enter a locked apartment through a window or other forcible entry. When locked out, the tenant may call one of the following (in order) for unlock service (an unlock fee payment is required in cash at time of service):

1. Village RA;
2. Village Dean;
3. Campus Safety;
4. Housing Director;
5. Plant Services.

1 – 3 Lockouts	4 th Lockout	5 th Lockout	6 or More Lockouts
\$10.00 each	\$15.00	\$20.00	\$25.00 each

MOVE-OUT FINE

A fine will be charged as outlined in the rental agreement if a tenant moves out in certain months. This non-prorated fine is separate from any other charges assessed for lack of notice, damages, etc.

NOTICE OF EXTENDED ABSENCE

If all tenants plan to be away from the unit for more than seven consecutive days, each tenant is required to advise the Director of Housing in writing prior to tenant's anticipated absence, and tenant gives Director of Housing permission to enter dwelling unit during tenant's absence to monitor unit.

When tenant is away from unit in the cold season, heat must be left on and windows, doors and garage doors (as applicable) closed.

PETS

Pets (whether the tenant's or his/her guests') are not allowed. Pets include fish in aquariums larger than 10 gallons, mammals, birds and reptiles. Upon determination that a pet is being permanently or temporarily boarded without permission, a \$100 fine may be immediately charged, as well as the cost of any damages to the premises. Further, the rental agreement may be terminated if the pet is not removed within ten days.

PROCESSING FEE

A non-refundable processing fee in the amount of \$35.00 will be charged to the tenant upon the signing of a new rental agreement.

RENT

Student tenants' rent will be charged for the entire term to their student tuition account at the beginning of the term. It is the responsibility of the student to keep their tuition account up-to-date. Rent for the first and last month of tenancy will be pro-rated on a thirty-day basis. Rent is charged until the date the apartment has been cleaned and the checkout form is completed and approved.

A tenant's lease will include a total amount of rent owed for that unit. If multiple individuals rent the same unit, this amount will be equally divided among all rent-paying tenants. However, in the event a rent-paying tenant vacates the unit, the remaining rent-paying tenants will be responsible for the full amount of the total rent owed for that unit.

The rent amount may adjusted in the future.

Rent for non-students is due on the first working day of each month, or on the first day of residence for the remainder of the current month.

Payment of rent by non-students may be:

1. Mailed to Union College, ATTN: Director of Housing, 3800 S 48th, Lincoln, NE 68506 (Do not send cash)
2. Taken directly to the Cashier's window on the 5th floor of the Dick Administration Building, DB #505.
3. Charged to debit/credit card by calling and giving card information to Cashier at (402) 486-2992.
4. Paid via bank account or credit card through the tenant portal at www.ucollege.edu/campushousing.

RENTAL AGREEMENTS

A rental agreement shall be signed by all adult tenants.

TERMINATION OF OCCUPANCY

Separation from Union College, for any reason, terminates a student's right of occupancy of college-owned housing, unless otherwise approved by the Director of Housing. Upon completion of coursework at the college, the tenant may be asked to terminate the rental agreement.

The rental agreement may be canceled by written notice, at any time, for the following reasons:

1. Creation of a nuisance by tenant and/or his/her guest(s), including but not limited to, having loud parties, playing loud music or causing complaints from neighbors.

2. A pet of any kind being kept on the premises by tenant and/or his/her guest(s), either temporarily or permanently.
3. Tenant causing damage to premises or allowing guests to cause damage to premises.
4. Actions which would constitute a violation of city, county, or state laws or regulations, including but not limited to municipal code violations for the failure to properly maintain premises by tenant and/or his/her guest(s).
5. Premises occupied by unauthorized persons.
6. Smoking, drinking alcohol, or use of any kind of non-prescribed controlled substance on premises by tenant and/or his/her guest(s).
7. Any other illegal activity on premises by tenant and/or his/her guest(s).
8. Violation of Union College's student, or employee, code of conduct.
9. Delinquent student account.
10. Failure to put/keep utilities in tenant's name. Disconnection of electricity due to failure to pay account.

Union College reserves the right to terminate a rental agreement with any tenant who may occupy Union College property in a way that is not conducive to or may interfere with the beliefs and practices of the Seventh-day Adventist Church.

WATERBEDS

No waterbeds or other water-filled furniture shall be kept on the premises.

GENERAL INFORMATION

APPLIANCES

Refrigerators: Refrigerators are furnished in each rental unit. Some of our older units may require regular defrosting when over ¼" of frost forms in the freezing unit. This will save you money. Do not use ice picks or other sharp objects for defrosting.

When leaving the apartment for an extended period, you can turn the refrigerator to a warmer setting to save money, but *do NOT turn off or unplug the refrigerator.*

When vacating the apartment permanently, you may need to defrost the refrigerator freezer. You will need to clean and dry the interior, and *turn temperature to low. Do NOT turn off or unplug the refrigerator!*

Stoves: A gas or electric stove is furnished in each rental unit. The stove and oven should be kept clean. Oven grates and burners should be removed and the area cleaned on a regular basis to keep the stove/oven working properly.

Air Conditioners: Not all units have central air. Personal air conditioners may be used only by prior arrangement with the Director of Housing, as the electrical service will not accommodate all types of air conditioners in all apartments. *Our electrical wiring will only accommodate a 110 volt, 5000 BTU air conditioner.* NOTE: When air conditioners are in use, it may not be possible to use other appliances at the same time, again due to our wiring. To conserve heat dollars, remove the air conditioner in late fall or cover the unit tightly with plastic.

BASEMENTS

Tenant understands and acknowledges that flooding may occur on the property and flooding may cause damage to the basement and property located in the basement. Therefore, tenant is strongly encouraged to refrain from placing or storing any items of value in the basement of the property. Union College specifically disclaims any liability, and tenant hereby agrees to hold Union College harmless and waive any and all liability and claims against Union College for any damage to tenant's property as a result of flooding to the basement. Notwithstanding any other provision of this section, tenant and Union College agree not to waive any liability on behalf of or claims against Union College for any damages caused by Union College's active and actionable negligence.

COUNTERTOPS

Never place hot pans on the countertops or use the countertops as cutting boards.

CUSTODIAL SERVICE

Union College Custodial Service maintains general custodial service in the public areas of our apartment buildings. Tenants having or observing problems of a custodial nature should enter a Service Request in the tenant portal.

DRAINS

Tenant shall be responsible for keeping drains free of things that may tend to cause clogging. Tenant shall pay for the cleaning out of any plumbing fixture that may need to be cleared of stoppage and for the expense or damage caused by stopping of waste pipes or overflow from bathtubs, wash basins, or sinks. Please do NOT use ANY type of drain cleaners in your sinks/tubs. Enter a Service Request in the tenant portal to report any issues with clogged drains.

FLOORS

Use only water-soluble wax on the linoleum floors. Carpets should be kept clean by regular vacuuming. *Never* use the carpet as an ironing board. Carpet stains should be removed immediately. If the stain is serious, please contact the head custodian for assistance.

A small throw rug placed just inside your door and a rubber mat outside your door will help keep your apartment clean.

INSURANCE COVERAGE

The college insurance does not cover any of your personal belongings, either in the apartment, in your vehicles, or anywhere on the property in the event of theft or other damage/loss of any kind. It is recommended that tenants obtain their own renter's insurance. Be sure to keep your apartment and vehicle(s) locked at all times.

INTERNET SERVICE

Internet service is not provided by the college but tenants may have this service installed at tenant's expense.

LAUNDRY FACILITIES

Unfortunately, laundry facilities are not provided in every apartment building. If your apartment does not have laundry facilities, there are nearby laundromats.

MAIL SERVICE

Please do not have any mail sent to you using the college address. This includes packages. Your mailing address is located on your lease agreement.

Some housing units are provided with cluster mailboxes centrally located, which requires a key for access.

Your mailbox number is: Box #_____

When vacating apartments, provide a forwarding address to the College View branch of the Lincoln Post Office as well as to Union College Financial Administration (via a Notice to Vacate in the tenant portal) and Records offices.

MAINTENANCE REQUESTS

Please report all maintenance issues as soon as they occur. All **non-emergency** situations should be reported in a Service Request. Any emergency maintenance issues over the weekend should be called in to the Plant Service Emergency number: (402) 486-2636.

PARKING

Not all college rentals have access to off-street parking. When parking is provided, spaces should be used by individuals who need to frequently use their vehicles. Please do not take up a space when a vehicle is not used for long periods of time. Parking on the street is permitted unless prohibited by the city. You must obey all city parking regulations including moving your vehicle once every 24 hours.

Tenants are urged to keep their vehicles locked at all times. The college carries no insurance for personal items, vehicles, contents of such, damage, theft, or loss of any kind.

PICTURE HANGING

We want your apartment to feel like home. You may hang pictures in your apartment; however, you may be charged for excessive nail holes. Use the smallest nail possible. *Do not use any product which will damage the wall when removed.*

SEVERE WEATHER SAFETY

In the event of severe weather, listen to a local radio or TV station. If you are advised to take shelter and/or the siren sounds, proceed to the basement/lowest level. If you do not have a basement, go to an inner hallway/bathroom which has no windows. Stay there until given the "all clear" signal (when sirens stop sounding).

SMOKE/CARBON MONOXIDE DETECTORS

Tenant is responsible to:

- a) Keep, test, and maintain all smoke and carbon monoxide detectors in good repair – This includes replacing batteries, as necessary. Detectors may be plugged into the dwelling's electrical outlet or wired into the dwelling's electrical system, but would still have a battery backup and would require that working batteries be kept in units;
- b) Notify the Director of Housing if any smoke and/or carbon monoxide detector is stolen, removed, found missing, or found not operational during the Tenant's occupancy; and
- c) Notify the Director of Housing of any deficiency in any carbon monoxide detector that the Tenant cannot correct.

No person shall remove batteries from, or in any way render inoperable, a carbon monoxide detector except as part of a process to inspect, maintain, repair, or replace the detector or replace the batteries in the detector.

Tenant will be charged for any damages to detectors. Further, tenant may be fined for failing to maintain detectors in good working order.

It is highly recommended that tenants provide and maintain a fire extinguisher in high hazard areas. In case of a fire which cannot be extinguished, tenant should vacate the premises immediately and call 911. Flammable materials shall not be stored in residences. If stored in garages, these materials must be stored in FM (Factory Mutual) or UL (Underwriters Laboratories) listed containers.

STORAGE

Unfortunately, we do not have storage space for extra items. This means that all of your belongings must be kept inside your apartment. *No personal items are to be left in the common areas. If items are left in common areas, they are subject to immediate disposal.* Remember, we carry no insurance on your personal items – if something gets stolen, you will not be reimbursed.

SUPERVISION OF CHILDREN

All children must be supervised. Business ventures, including babysitting services, are not permitted on the premises.

TELEVISION SERVICE

TV service is available at the tenant's expense from one of the local cable/Internet companies, like Allo. Satellite TV dishes may NOT be installed on buildings.

TRASH SERVICE

Trash service is provided for all UC housing on a regular basis.

VEHICLES

Tenant shall not allow any vehicles to drive or park on unpaved/non-graveled surfaces, even temporarily while moving. No cars, trucks or other vehicles shall remain on the premises unless currently licensed and fully operational. Any car on blocks, with flat tires or leaking oil/radiator fluid, etc. shall be deemed to not be running. No car parts shall be left outside of any garage. No car parts shall be taken into the house or apartment. Any vehicles forbidden under this paragraph may be towed by owner at tenant's expense after mailing tenant a notice that the vehicle must be removed within 3 days of the notice.

BED BUG PREVENTION TIPS

- Wash all bedding regularly in hot water. The water should be at least 120°.
- Bed bug encasements on mattresses and box springs are encouraged.
- Check your bed for bed bugs from time to time. Catching them early will make bed bug treatment easier if an infestation does occur.
- Vacuum floors regularly. Use the brush tool of your vacuum to vacuum your mattress. Use the crevice tool to vacuum crevices in the mattress and your baseboards.
- Clean up clutter to reduce hiding spots.
- When purchasing second hand clothing, place all garments in a sealed bag until they can be washed and placed in a dryer on high heat for 15 to 30 minutes.
- If you purchase used furniture, examine it for bed bugs. Pay special attention to used mattresses and bed frames. ***Second-hand furniture is the number one carrier of bed bugs. All used furniture must be professionally inspected and cleared for bed bugs before bringing it onto the premises.***
- When traveling, check your room for signs of bed bugs such as bloodstains on the pillows or linens. Inspect mattress seams, look behind headboards and pictures. Place luggage on desks, dressers or in bathtubs, not on the floor or bed.
- After you return home from a trip, check your luggage for insects that might have hitched a ride. If you suspect you may have brought bed bugs home, place infected items in the dryer.
- Learn how to identify signs of bed bugs such as small rust-colored stains on mattresses or seat cushions.
- Hang your clothes up. Do not leave any clothes lying on the floor. Do not wear other people's clothes.
- Pull the bed frames away from the wall; tuck sheets and blankets so they won't contact the floor to prevent bed bugs from crawling onto a bed.

911

402-486-2502

1. Information About Carbon Monoxide

General Carbon Monoxide Information

Carbon monoxide is a colorless, odorless, and tasteless poison gas that can be fatal when inhaled. CO inhibits the blood's capacity to carry oxygen.

Periodically review this user guide and discuss your CO alarm emergency procedure with all the members of your family. Never ignore a CO alarm. A true alarm is an indication of potentially dangerous levels of CO. CO alarms are designed to alert you to the presence of CO before an emergency – before most people would experience symptoms of CO poisoning, giving you time to resolve the problem calmly.

Determine if anyone in the household is experiencing symptoms of CO poisoning. Many cases of reported CO poisoning indicate that while victims are aware they are not well, they become so disoriented they are unable to save themselves by either exiting the building or calling for assistance. Also, young children and household pets may be the first affected. You should take extra precautions to protect high-risk persons from CO exposure because they may experience ill effects from CO at levels that would not ordinarily affect a healthy adult.

Symptoms of CO Poisoning

The following common symptoms are related to CO poisoning and should be discussed with ALL members of the household.

Mild Exposure:

Slight headache, nausea, vomiting, fatigue (often described as "flu-like" symptoms).

Medium Exposure:

Severe throbbing headache, drowsiness, confusion, fast heart rate.

Extreme Exposure:

Unconsciousness, convulsions, cardio-respiratory failure, death.

If you experience even mild symptoms of CO poisoning, consult your doctor immediately!

1. Information About Carbon Monoxide

To be safe, know the possible sources of CO in your home. Keep fuel-burning appliances and their chimneys and vents in good working condition. Learn the early symptoms of exposure, and if you suspect CO poisoning, move outside to fresh air and get emergency help. Your first line of defense is an annual inspection and regular maintenance of your appliances. Contact a licensed contractor or call your local utility company for assistance.

Information About Carbon Monoxide Alarms – What They Can and Cannot Do:

CO alarms provide early warning of the presence of CO, usually before a healthy adult would experience symptoms. This early warning is possible, however, only if your CO alarm is located, installed and maintained as described in this guide.

Because carbon monoxide is a cumulative poison, long-term exposures to low levels may cause symptoms, as well as short-term exposures to high levels. This Kidde unit has a time-weighted alarm – the higher the level of CO present, the sooner the alarm will be triggered.

This CO alarm can only warn you of the presence of CO. It does not prevent CO from occurring, nor can it solve an existing CO problem. If your unit has alarmed and you've provided ventilation by leaving your windows and doors open, the CO buildup may have dissipated by the time help responds. Although your problem may appear to be temporarily solved, it's crucial that the source of the CO is determined and that the appropriate repairs are made.

This CO alarm is designed to act as a monitor. It is not designed for use as a short-term testing device to perform a quick check for the presence of CO.

CO alarms have limitations. Like any other electronic device, CO alarms are not fool-proof. CO alarms have a limited operational life. You must test your CO alarm weekly, because it could fail to operate at any time.

If your CO alarm fails to test properly, or if its self-diagnostic test reveals a malfunction, immediately have the unit replaced. This alarm will not monitor CO levels while in an error condition.

CO alarms can only sense CO that reaches the unit's sensor. It's possible that CO may be present in other areas without reaching the alarm. The rate and ability that which CO reaches the alarm may be affected by:

- Doors or other obstructions.
- Fresh air from a vent, an open window or other source.

1. Information About Carbon Monoxide

Possible Sources of Carbon Monoxide

Inside your home, appliances used for heating and cooking are the most likely sources of CO. Vehicles running in attached garages can also produce dangerous levels of CO.

CO can be produced when burning any fossil fuel, such as gasoline, propane, natural gas, oil and wood. It can be produced by any fuel-burning appliance that is malfunctioning, improperly installed, or not ventilated correctly, such as:

- Automobiles, furnaces, gas ranges/stoves, gas clothes dryers, water heaters, portable fuel burning space heaters and generators, fireplaces, wood-burning stoves and certain swimming pool heaters.
- Blocked chimneys or flues, back drafts and changes in air pressure, corroded or disconnected vent pipes, loose or cracked furnace exchangers.
- Vehicles and other combustion engines running in an open or closed garage, attached or near a home.
- Burning charcoal or fuel in grills and hibachis in an enclosed area.

Conditions That Can Produce Carbon Monoxide

The following conditions can result in transient CO situations:

- Excessive spillage or reverse venting of fuel-burning appliances caused by outdoor ambient conditions, such as, wind direction and/or velocity, including high gusts of wind, heavy rain in the vent pipes (cold/drafty air with extended periods between cycles).
- Negative pressure resulting from the use of exhaust fans.
- Simultaneous operation of several fuel-burning appliances competing for limited internal air.
- Vent pipe connections vibrating loose from clothes dryers, furnaces, or water heaters.
- Obstructions in, or unconventional, vent pipe designs which can amplify the above situations.
- Extended operation of unvented fuel-burning devices (range, oven, fireplace, etc.).
- Temperature inversions which can trap exhaust gases near the ground.
- Vehicle idling in an open or closed garage, or near a home.

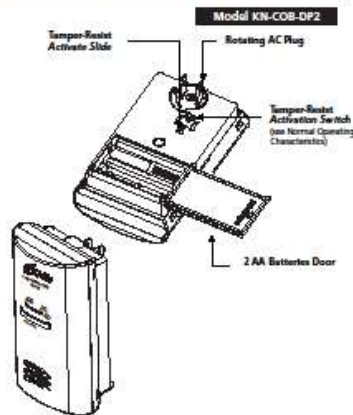
1. Information About Carbon Monoxide

- CO being present on one level of the home and not reach a CO alarm installed on a different level. (For example, CO in the basement may not reach an alarm on the second level, near the bedrooms.)

For these reasons, we recommend you provide complete coverage by placing a CO alarm on every level of the home. Please carefully read all information on properly installing this CO alarm.

CO alarms should not be used to detect the presence of natural gas (methane), propane, butane, or other combustible fuels.

2. Product Features and Specifications



2. Product Features and Specifications

Low Battery Warning

If the battery is missing or battery power is low, the unit will chirp every 60 seconds to indicate the batteries must be replaced.

THE BATTERIES MUST BE REPLACED IMMEDIATELY!

Low Battery HUSH® CONTROL

When the batteries need to be replaced, the unit will produce a low battery warning. The Low Battery HUSH® feature allows you to press the button on the alarm and disable the "chirp" for a random period of up to 12 hours. This gives you a chance to replace the battery at a more convenient time by disconnecting the alarm from power. During this Low Battery HUSH® period, your alarm is monitoring for CO.

Tamper-Resist Feature

The tamper resist is an optional feature and DOES NOT need to be activated for the CO alarm to function properly. The Tamper Resist feature is a constant 85dB alert to indicate the unit has been unplugged or has come loose from the outlet. THIS FEATURE IS INITIALLY DISABLED FROM THE FACTORY and MUST BE ACTIVATED IF FEATURE IS DESIRED. To activate the tamper resist feature: Move the tamper resist activate slide to the "ON" position. Once enabled, there is a two minute delay when power is supplied to give you time to plug in the unit after activating the batteries. This feature is automatically disabled once the battery voltage has reached a level to cause a low battery warning chirp. Pressing the Test/Reset button will defeat the 85dB tamper alarm for two minutes to allow time for the batteries to be changed without the alarm sounding. To deactivate the tamper resist feature, press in the tamper resist activation switch and move the activate slide to the "OFF" position.

3. Installation Locations

Recommended Installation Locations

CO alarms should be mounted in or near bedrooms and living areas. It is recommended that you install a Kidde CO alarm on each level of your home.



Recommended Locations

When choosing your installation locations, make sure you can hear the alarm from all sleeping areas. If you install only one CO alarm in your home, install it near bedrooms, not in the basement or furnace room.

Locations To Avoid

IMPORTANT: Improper location can affect the sensitive electronic components in this alarm. To avoid causing damage to the unit, to provide optimum performance, and to prevent unnecessary nuisance alarms:

- Do not install in kitchens, garages or furnace rooms that may expose the sensor to substances that could damage or contaminate it.
- Do not install in areas where the temperature is colder than 40°F (4.4°C) or hotter than 100°F (37.8°C) such as crawl spaces, attics, porches and garages.
- Do not install within 5 ft. of heating or cooking appliances. (Kidde recommends 15 ft. to prevent nuisance alarms).
- Do not install near vents, flues, chimneys or any forced/unforced air ventilation openings.
- Do not install near ceiling fans, doors, windows or areas directly exposed to the weather.
- Do not install in dead air spaces, such as peaks of vaulted ceilings or gabled roofs, where CO may not reach the sensor in time to provide early warning.
- Do not install this unit near deep-cell large batteries. Large batteries have emissions that can cause the alarm to perform at less than optimum performance.
- Do not obstruct the vents located on the alarm. Do not place the alarm where drapes, furniture or other objects block the flow of air to the vents.
- Do not install on a switched or dimmer-controlled outlet.
- Children should not be allowed to handle the CO alarm. Make sure the tamper resist feature is activated if children are within reach of the CO alarm.

2. Product Features and Specifications

End of Life Notification

IMPORTANT: Ten (10) years after unit is first powered, this alarm will chirp twice every 30 seconds to indicate it is time to replace the alarm.

End of Life "Hush": This model has an End of Life Hush feature which allows you to press the test/reset button on the alarm and disable the "chirps" for a period of 3 days. This gives you a chance to replace the alarm at a more convenient time while still providing protection. The two chirps will repeat again every 3 days and can be reset a total of 30 days. After 30 days, the End of Life signal cannot be "Hushed." The alarm must be replaced.

During this End of Life HUSH period, your alarm is monitoring for CO.

To help identify the date to replace the alarm, a label has been affixed to the side of the alarm. Write the "replace by" date (ten years from power up) in a permanent marker on this label.

Temperature:

Operating Range: 40°F (4.4°C) to 100°F (37.8°C)

Humidity:

Operating range: 10-95% non-condensing

Audible Alarm:

85+ dB at 10' @ 3.4±0.5 KHz pulsing alarm

Sensor:

Electrochemical

Power:

120 volts AC, 60 Hz, 90 mA max, 2AA battery back-up

Alarm Response Times:

70 PPM = 60-240 min., 150 PPM = 10-50 min., 400 PPM = 4-15 min.

4. Installation Instructions

How to Install Your Alarm

Direct Plug Alarm To Install:

1. Choose a standard 120V unswitched outlet to plug the alarm into.
2. Write the date ten years from installation on the Replace by sticker on the CO alarm.
3. If outlet is mounted sideways, (horizontal) rotate the AC blades.
4. If desired, activate the tamper resist switch by moving the tamper resist activate slide to the "ON" position. The tamper resist feature signals a loud 85dB alarm should the unit become unplugged or loose from the outlet. (See Tamper Resist Feature details in the Product Features and Specifications section.)
5. Pull the yellow tab to activate the battery backup.
6. Plug the alarm into the outlet.

Important Labels Provided

Two labels have been provided that have important information on what to do in case of an alarm. Add the phone number of your emergency service provider in the space provided. Place one label next to the alarm after it is mounted, and one label near a fresh air source such as a door or window.

5. Alarm Characteristics

Carbon Monoxide Alarm Indicator

When the alarm senses a dangerous level of CO, the unit will emit a loud alarm pattern. The alarm pattern is 4 quick beeps followed by 5 seconds of silence. This cycle repeats as long as a dangerous CO conditions exist. The red Alarm LED will flash the same pattern.

WARNING: This model will stay in alarm on battery operation as long as dangerous CO condition exists.

6. Operating Characteristics

When you first power up the alarm: The alarm will sound briefly, then the green Operate LED will light. This indicates that the CO alarm is receiving power and that the alarm circuit is functioning.

Within a few minutes, your carbon monoxide alarm will start monitoring for CO and will continue to do so as long as it receives power or the end of life function is activated.

6. Operating Characteristics

When the CO alarm loses AC power: If you have two good AA batteries installed, the alarm will automatically switch to the battery back-up mode and the green LED will flash approximately every 60 seconds. The unit will continue to operate normally and detect CO.

When AC power is restored, the alarm will automatically switch back to normal operating mode and the green LED will come on continuously.

When the CO alarm is unplugged: If the tamper resist feature is "ON" and the unit is unplugged it will produce a constant tone until a battery is removed, tamper resist disabled or the unit is plugged back into the wall. If tamper resist feature is "OFF" and unit is unplugged, it will operate as if on battery backup only. Plug unit back into AC as soon as possible.

Observe the CO alarm regularly to make sure the green Operate LED is on, indicating normal operation.

If the green Operate LED is not on, unplug the CO alarm, then plug it in again. This will clear the alarm for restart. If the green Operate LED does not light, your CO alarm may be malfunctioning.

Event Memory: If the unit has detected a CO concentration of 100ppm or greater, the Green LED will flash every 10 seconds. Pushing the test button will clear the Event Memory and initiate the test sequence.

When the CO alarm detects an error condition: If the unit detects an internal error or malfunction, it will produce one beep every 30 seconds with a red LED flash. If error condition continues, replace the CO alarm immediately. Unit will not respond to CO in this condition.

The following table describes the audible alarm patterns and the recommended actions to take.

Operating and Alarm Characteristics				
Function	LED Display	Alarm Sound	Unit Status	Recommendation
Normal Operation	Green LED constantly on	None	Normal AC operation (receiving no CO) and with a good battery.	None
Normal Operation	Green LED flashes every 60 seconds	None	Normal AC operation on battery backup	Verify AC power is restored as soon as possible to conserve battery. Replace batteries.
Carbon monoxide alarm	Red LED flashes with beeps.	4 quick beeps, 5 seconds silence, repeating	Alarm condition: Dangerous concentrations of CO detected	Refer to "What to do When the Alarm Sounds" (inside front cover)
Low battery	Red LED flashes every 60 seconds	One quick beep every 60 seconds	AC powered and low or missing batteries	Install or replace two AA batteries.

7. Maintenance

Any of these batteries can be purchased where you bought the alarm or at your local hardware store.

NOTE: Do not use Lithium batteries with this unit.

IMPORTANT: Constant exposures to high or low humidity may reduce battery life. Use only the batteries specified. Use of different batteries may have a detrimental effect on alarm. A good safety measure is to replace the batteries twice a year, at the same time you change your clocks for daylight saving time.

After installing or changing the batteries, reinstall your alarm. Test your alarm by using the Test/Reset button and check that the green Operate LED is on.

Maintenance Tips

To keep your alarm in good working order, you must follow these steps:

- Test the alarm once a week by pressing the Test/Reset button.
- Vacuum the alarm cover once a month to remove accumulated dust.
- Instruct children never to touch, unplug or otherwise interfere with the unit. Warn children of the dangers of CO poisoning.
- Never use detergents or solvents to clean the alarm. Chemicals can permanently damage or temporarily contaminate the sensor.
- Avoid spraying air fresheners, hair spray, paint or other aerosols near the alarm.
- Do not paint the unit. Paint will seal the vents and interfere with proper sensor operation.

Move the CO Alarm to a remote location, to prevent possible damage or contamination of the sensor, prior to performing any of the following:

- Staining or stripping floors or furniture, painting or wall-papering
- Using aerosols or adhesives

⚠ WARNING: Reinstall the CO Alarm as soon as possible to assure continuous protection.

The following is a list of substances that at high levels can damage the sensor or cause temporary readings that are not CO readings:

- Ethylene, ethanol, alcohol, iso-propanol, benzene, toluene, ethyl acetate, hydrogen, hydrogen sulfide and sulfur dioxide.
- Also most aerosol sprays, alcohol based products, paint, thinner, solvent, adhesive, hair spray, after shave, perfume, auto exhaust (cold start) and some cleaning agents.

Operating and Alarm Characteristics				
Function	LED Display	Alarm Sound	Unit Status	Recommendation
Error sensor alarm	Red LED flashes every 30 seconds	One quick beep every 30 seconds	Unit is in error condition	Replace batteries. If "Err" continues, unit has malfunctioned. Replace immediately. Unit will not respond to CO.
Error	Red LED constantly on	Constant alarm	Very low batteries or unit malfunction	Replace immediately. Unit will not respond to CO.
Normal Test/Reset function	Red LED flashes with beeps.	4 quick beeps, 5 seconds silence, repeating once	Normal operation when Test/Reset button is pressed	CO not detected. Alarm for test purposes only.
Event Memory	Green LED flashes every 10 seconds	None	100ppm or more CO previously detected	Push button to clear and test unit.
Tamper Resist	Red LED constantly on	Constant alarm (after 2 minutes)	Tamper resist feature activated	Plug unit into AC outlet. Disable feature if desired. (See Section 2)
End of Unit Life Indicator	Red LED flashes two times every 30 seconds	Two quick beeps every 30 seconds	End of unit life	Replace unit immediately. Unit will not respond to CO.

7. Maintenance

NOTE: This unit is sealed. The cover is not removable.

Due to the loudness of the alarm, we suggest that you place your fingers over the sounder opening while testing your alarm.

⚠ CAUTION: Continuous exposure to the high sound level of this alarm over an extended period of time may cause hearing loss.

Testing

To test the CO alarm, press and release the Test/Reset button, you will hear 4 quick beeps – followed by 5 seconds of silence – followed by 4 quick beeps. Notice the red Alarm LED flashes when the unit alarms. The alarm will then return to monitoring for carbon monoxide.

Battery Replacement

⚠ WARNING: If at any time you test the alarm and it does not perform as described, have it replaced immediately.

NOTE: This CO alarm is not battery operated. However, this alarm is equipped with 2 AA batteries backup – the 2 AA batteries are to supply short term back-up during a power outage.

If installed, slide the battery door in the direction of the arrows to release it. Remove the batteries and replace with two of the following approved replacement Alkaline batteries:

- Energizer E91
- Duracell MN1500, MX1500
- Gold Peak 15A
- Golden Power GLR6A

Replace the battery door.

7. Maintenance

FCC COMPLIANCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help