



Gillespie Senior Residences, L.P

Neighbors



Address:

P.O. Box 303
760 Anderson St.
Carlinville, 62626
(217) 854-5393
Fax: (217) 854-8749

Office Hours:

Monday & Tuesday
8 a.m.-4:30 p.m.
CLOSED WEDNESDAY

Thursday & Friday
8 a.m.-4:30 p.m.

EMERGENCY

NUMBER:

(217) 827-2100

EMERGENCIES

INCLUDE:

- ◆ Gas leaks
- ◆ Broken water pipes
- ◆ Exposed electrical wires
- ◆ No heat (if the outside temperature is 45-degrees or lower)
- ◆ Sewer line stoppage (not drain line)- this includes a clogged toilet
- ◆ CO/Smoke detector beeping or chirping

Also fire, flood, or anything that threatens life, safety or property damage.

FROM THE DIRECTOR'S DESK

- ⇒ It is now time to take down all your decorations. All Christmas trees, lights and outside decorations should be removed from outside the apartments by January 12th or MCHA will remove them and charge you. Thank you for your cooperation.
- ⇒ With the cold weather here, please remember to keep your main doors closed. This will help keep the cold air out and the warm air in. Also, please keep your windows closed while the furnace is on. This makes the furnace run twice as hard causing wear and tear and will eventually break. If this is the case, you will be held responsible for replacing the furnace.
- ⇒ Rent is due on the 1st of every month. If you pay after the 5th of the month, you will be charged a \$50 late fee. Remember, paying late 3 times in a 12 month period could result in eviction.

Happy New Year!

Dionne Wyatt, CEO

The office will be closed:

-Wednesday, January 1st and Thursday, January 2nd to observe New Years .

-Monday, January 20th to observe Martin Luther King Birthday.



PREVENTATIVE MAINTENANCE & HOUSING QUALITY STANDARD INSPECTIONS

HQS Inspections will take place this month at ALL Apartments.

INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH

BETWEEN THE HOURS OF 8:00a.m.—4:30 P.M, MONDAY—FRIDAY

*Q&A (Quality Assurance) inspections may take place on work orders and inspections anywhere from 3-5 days after the inspection/work order happened.

If you do not have an ID for your animal (cat or dog), please contact us so we can get one to you. **ALL** animals **MUST** have a pet ID that is displayed in the front door window so our staff knows that the animal is approved to be there. If we do not already have a picture of the animal, we will ask that you send one to us via email so an ID can be made.

Gillespie Senior Residences

Approved Dog

Address:



760 Anderson St.

Carlinville, IL

FIDO

Approved: 1/1/2025



CLEANING LIST



DAILY

- Clean bathrooms
- Make the beds
- Wash dishes
- Sweep the floor
- Clean counters, sink
- Organize & declutter
- _____
- _____
- _____
- _____

WEEKLY

- Vacuum
- Mop hard floors
- Dust
- Wash bedding
- Empty trash
- Do laundry
- Deep clean kitchen
- Deep clean bathrooms
- _____
- _____
- _____

MONTHLY

- Clean windows
- Clean carpets
- Clean furniture
- Clean car
- Dust ceiling fans
- Clean baseboards
- Deep clean bathroom
- Clean appliances
- _____
- _____
- _____

SunCatcherStudio.com



Macoupin County Public Transportation

112 S. Macoupin St. Gillespie, IL 62033

Call 217-839-4132 to reserve your seat