



**BROOKLINE HOUSING AUTHORITY**

**COLONEL FLOYD APARTMENTS**

**RESIDENT HANDBOOK**

SPECIAL SECTION  
COL. EUGENE B. FLOYD APARTMENTS

The Col. Floyd Apartments is dedicated to the memory of Eugene B. Floyd, who served as the first Executive Director of the BHA from 1950 to 1963. During his tenure he worked diligently for all tenants and was particularly concerned about housing for the elderly. It was with deep appreciation that the BHA voted to name this development after him.

MANAGEMENT

Your manager's office is located at 190 Harvard Street, on the first floor. Office hours are posted on the office door. The Manager can be reached at 617-277-1382. Please notify the Manager of any problems you may be having with your apartment or your rent. If the Manager is unavailable at the time of your call, please leave a message on the answering machine. Your manager can also be reached through e-mail by typing in the first letter of his/her first name, his/her last name, the "at" sign (@), [brooklinehousing.org](mailto:jsmith@brooklinehousing.org) (example: [jsmith@brooklinehousing.org](mailto:jsmith@brooklinehousing.org)). Please understand that a significant portion of a manager's time is spent on business outside of his/her office.



KITCHEN & COMMUNITY ROOM

Your community room and community kitchen are located in the basement of 28 Foster Street Extension. These rooms are for your use, at any time. For group events you must reserve the room with your manager. At move-in, you were given a key to both the lobby door at 28 Foster Street and the community room door.

TELEVISION IN COMMUNITY ROOM

A television is located in the community room. It is for your use except during meetings and group events. Consideration for the activities and needs of other tenants is a must in order for this amenity to continue to be provided.

PARKING



There are 12 parking spaces in the parking lot. Those who have cars will be assigned a *specific* parking space, on a first come, first served basis, and will be issued a permanent parking sticker that must be displayed on the rear window of the car. Cars without permanent stickers found parked in the Col. Floyd lot may be towed at their owner's expense. No parking is allowed in the driveways or fire lane.

## MAILBOXES

Management will be responsible for adding or changing nametags on mailboxes and intercom directories. In order to ensure a neat appearance, nametags not provided by management will be removed. Furthermore, no individuals other than those listed on the lease are allowed to receive mail at or to be listed on the mailbox of a BHA address.

## LAUNDRY

The laundry room is located in the basement of 28 Foster Street Extension and is open from 8:00 a.m. to 8:00 p.m. Since the machines are noisy, you are requested not to disturb your neighbors by using the machines other than during these hours.

## RUBBISH

Garbage must *never* be left in hallways, on balconies, in stairwells or on the stairs. Residents must make arrangements with maintenance personnel to have bulky or oversize items carried to the dumpster. Please dispose of needles by enclosing them in covered jars that are not penetrable.



PLEASE READ THE RECYCLING SECTION OF THIS HANDBOOK AND SEE YOUR MANAGER FOR FURTHER DIRECTION ON HOW TO PROPERLY DISPOSE OF TRASH.

## BATHROOMS

GRAB BARS: In every bathroom in your development there is a grab bar installed on the wall in order to assist you in getting into and out of the bathtub. Under normal circumstances this should support a person with better than average weight. If you feel that it is not secure, please do not delay in calling the maintenance department (617-277-1884) so that the bars can be secured adequately.

TUB AND SHOWER: The shower system is designed especially for use by elderly and handicapped residents so that dangers are eliminated. The hot and cold water tap is protected by a thermostatic control which will prevent the water from becoming too hot. To fill your tub, turn the large knob on the tub wall; you can then test the water temperature in the tub. To then use the shower, pull up the small plunger over the spout. To shut off the water, just push the knob in. If you think this device is not working properly, call the maintenance office to have it adjusted.

## PORCHES AND BALCONIES

Porches/balconies are not to be used for the hanging of clothes, storage of belongings, shaking out or storing of mops, or used in any way to make them look unsightly. It is also a Fire Code violation to have items blocking anyone's means of egress in all porches and balconies. Please keep your areas clear to allow for safe passage.

## DELIVERIES

All package deliveries are made directly to your apartment. We are not responsible for accepting package if you are not home.

## EMERGENCY PULL CORDS

EMERGENCY ALARMS are located in the bedroom and bathroom of your apartment. If you need help, pull the cord and a bell will alert your neighbors.

**THE ALARM DOES NOT RING AT THE FIRE OR POLICE STATIONS.**

**IT RINGS LOCALLY ONLY.**

**IF YOU HEAR YOUR NEIGHBOR'S BELL RING, DIAL 911 AND GIVE THE NAME AND ADDRESS OF THE NEIGHBOR IN CRISIS!**