



CONTINENTAL COMMONS

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# RESIDENT INFORMATION

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*UPDATED: AUGUST 2022*



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## WELCOME

Thank you for choosing us. We are happy to have you here! Enclosed in this handbook is all the information you need to get started. Please try to refer to this before reaching out to management, as the answer to your question might be in here.

Sincerely,



Nickole Kent  
General Manager

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**WELCOME**

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					<p>tion. This includes personal trash, boxes, items for donation etc., shall be left in the hallways, basement or stairwells.</p> <p><b>ELEVATOR</b></p> <p>Elevator testing is done routinely. You will be notified in advance when testing will occur. Please report any malfunctions to management immediately</p> <p>Furniture and appliances over the posted weight limit should be moved via the lobby stairwell. <b>Never use the fire stairs to move furniture in or out.</b> Do not hold the elevator for extended periods of time or it will trip a safety switch and deactivate the elevator until reset.</p> <p><b>UNIT ACCESS</b></p> <p>Association By-Laws require that the building management has immediate emergency access to all units. A key to each individual unit will be kept in a secured lock box. <b>They're accessible by authorized personnel only.</b></p> <p>Your unit number, last name, and phone number are programmed into the call box located on the outside of the building. Guests can then scroll through the names and call you direct. <b>You will then need to come down to the lobby to let them in.</b></p> <p>Residents <b>MUST</b> grant access to their units for the purpose of maintenance, inspections or repairs. Whenever pos-</p>	<p>sible, requests for entry will be made in advance and at a time reasonably convenient to the resident.</p> <p>In the case of an emergency, right of access shall be <b>IMMEDIATE</b>, whether the resident is present at the time or not. Examples of emergencies demanding immediate entry include, but are not limited to:</p> <ul style="list-style-type: none"><li>• <i>Water leaking</i></li><li>• <i>Health and/or safety issues</i></li><li>• <i>Sanitation concerns</i></li><li>• <i>Gas or smoke odor</i></li></ul> <p><b>FIRE SAFETY</b></p> <p>Fire alarm testing is done routinely to ensure the alarms are working correctly. You will be notified in advance when testing will occur.</p> <p><b>The building's fire alarms DO automatically contact the fire department</b> and sound an alarm within the building. When you hear the alarm, exit the building and wait in the approach to the building. <b>DO NOT</b> reenter the building until given all clear by Fire Department.</p> <p>No smoking is allowed in any common areas (lobby, hallways, elevator, basement, stairs, deck, etc.).</p> <p>Extinguish smoking materials before entering the building. Containers are outside for disposing cigarettes, so please do not dispose on sidewalks or flowerbeds.</p>	
	<h2>BUILDING INFORMATION</h2> <p><b>BUILDING MANAGEMENT</b></p> <p>The management office is located on the second floor, Suite 201. If you need to speak with management please call the office number or send an email. Both are listed on the back of this booklet.</p> <p><b>BUILDING SECURITY</b></p> <p><b>Never allow unauthorized individuals into the building.</b> Providing entry to anyone who is not your guest compromises building security. Exterior doors are locked 5 p.m. to 8 a.m. 7 days a week to prevent unauthorized entry and ensure tenant safety.</p> <p>Please notify the office of any problems with building security locks. Do not attempt to repair these locks yourself.</p> <p>In order to ensure the safety of our ten-</p>	<p>ants, certain areas in and around the building have security cameras. These cameras can be viewed in the office when needed. If you need to view the cameras, please contact management.</p> <p>Additional security cards can be purchased for \$60. Please do not personally hand out your security key to any non-resident. <b>This includes:</b></p> <ul style="list-style-type: none"><li>• <i>Service personnel</i></li><li>• <i>Contractors</i></li><li>• <i>Cleaning personnel</i></li></ul> <p><b>COMMON AREAS</b></p> <p>No carts are to be left in the commons areas. <b>No personal property shall be left or stored in the hallways, common areas or stairwells.</b> Property left in these areas may be removed without consulta-</p>					
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## TENANT INFORMATION

### CABLE & INTERNET

After you have contacted the cable/internet provider of your choice directly to order services, then **contact Management so they can be there when the service provider comes to install.** We need to unlock maintenance closets so they can run wires and make connections.

### MAIL & PACKAGES

Mailboxes are located on the first floor, right side of the lobby, and are opened by individual postal keys. **If you lose the key to your mailbox or need an extra, you can purchase one from management for \$5.**

Outgoing mail can be placed in the slot located in mailboxes. Incoming oversized packages are to be placed in the coal chute marked “leave deliveries here” located underneath the directory sign to the right of the elevator.

Packages can then be retrieved from the stairwell door on the back side of the delivery box. Please keep the deliveries door closed when not in use as it does not lock.

Package delivery services need to be informed of what you want them to do with your package if you are not home.

**Some options are:**

- *Placed in the packages slot*
- *Brought to 2nd floor office*
- *Left on bench in lobby*

### OCCUPANTS

A list of current occupants for each unit must be provided to the office. Please provide the office with any updates as changes occur.

This is important for our facilitates mail and package delivery, and is necessary information to have case of emergencies.



	TENANT INFORMATION CONT.	MARCH 2020		MARCH 2020	HELPFUL HINTS	
	<p><b>PARKING &amp; REGISTRATION</b></p> <p>Each vehicle must be registered in the office with the following information:</p> <ul style="list-style-type: none"> <li>• <i>Make of vehicle</i></li> <li>• <i>Model of vehicle</i></li> <li>• <i>Color of vehicle</i></li> <li>• <i>Year manufactured</i></li> <li>• <i>License plate number</i></li> </ul> <p>This is for emergency and security purposes. Owners who replace or get additional vehicles should report this to the office.</p> <p><b>No resident or guest parking is allowed in the alley.</b> The alley is reserved for management, service, and emergency vehicles. <b>If you park in the alley without authorization, you will be towed at the owner's expense.</b></p> <p>You can park to the very right of the approach (closest to the fire hydrant) for 15 minutes or less for loading or unloading. <b>Vehicles parked more than 15 minutes may be towed at the owner's expense.</b></p> <p><b>Do NOT block any vehicles</b> in the alley, especially if building management or maintenance is parked in there.</p> <p>Continental Commons does not have a private parking lot. There are two parking garages located one block North and South of the building that are used by tenants of our building. For renter convenience, we have one stall reserved per</p>	<p>rental unit at a reduced cost. <b>For more information about getting a reserved spot you can reach out to management or Park and Go.</b></p> <p>During Husker Football season, Park &amp; Go will require you move your vehicles from the parking garages to allow for Saturday game day parking.</p> <p><b>TRASH &amp; RECYCLE</b></p> <p>Trash is picked up on <b>Monday, Wednesday, Friday, and Saturday</b> from the dumpster located in the alley.</p> <p>Recycling is picked up on <b>Monday and Thursday</b> from the recycling dumpster located in the alley. Cardboard packing boxes need to be flattened and taken to the recycling dumpster.</p> <p>Please not leave any trash or recycling in the lobby, hallways, or commons areas. help us in maintaining our clean building!</p> <p><b>STORAGE</b></p> <p>There is one 3 x 6 storage unit provided for tenant use on each floor of the building. These can be used to store any larger personal items such as bikes etc.</p> <p>If desired, larger, private storage units are available for an additional cost. Please contact management if you are interested in any additional storage spaces.</p>		<p><b>HELPFUL HINTS</b></p> <p><b>SINKS &amp; DRAINS</b></p> <p>Residents can help keep drains free of grease, soap accumulation, waste, and more. <b>Plugged drains affect more than just your unit.</b> Try to run one cup baking soda and one cup vinegar down your drain regularly, then rinse thoroughly with water.</p> <p>Run the disposal several times when disposing of peelings and always run <b>LOTS</b> of cold water after running the disposal.</p> <p>Debris must be flushed all the way to the main drain or it can back up in the sink in the first-floor and damage the flooring.</p> <p>Large amounts of certain foods clog the disposal, such as:</p> <ul style="list-style-type: none"> <li>• <i>Carrot peelings</i></li> <li>• <i>Potato peelings</i></li> <li>• <i>Pasta</i></li> </ul>	<p><b>NEVER</b> place these items in the disposal:</p> <ul style="list-style-type: none"> <li>• <i>Coffee grounds</i></li> <li>• <i>Celery</i></li> <li>• <i>Onion skin</i></li> <li>• <i>Other stringy vegetables</i></li> </ul> <p>Never throw items other than toilet tissue in the toilet. These will clog toilets, and even the main drains Some of those items include:</p> <ul style="list-style-type: none"> <li>• <i>Paper towels</i></li> <li>• <i>Q-tips</i></li> <li>• <i>Tampons</i></li> <li>• <i>Sanitary napkins</i></li> <li>• <i>Large amounts of Kleenex</i></li> <li>• <i>Dental floss</i></li> </ul> <p>If you come up with any other helpful hints that should be included, let us know so we can add them into the next version of the tenant booklet.</p>	
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## **BUILDING ADDRESS**

122 North 11th Street  
Lincoln, NE 68508

## **MANAGEMENT OFFICE**

2nd Floor, Suite 201

## **OFFICE PHONE**

(402) 488-4352

## **OFFICE FAX**

(402) 488-4384

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