

Norwood

Resident Guidebook

Residents

Welcome to Norwood. We are proud to be able to provide our residents with modern and efficient facilities and we hope you are as excited about living in them.

Norwood was designed and built under the 2016 Austin Energy Green Building Multifamily Rating. Below are green features of the building as well as ways that you can utilize the building to enhance the sustainable nature of the facility.

Recycling

Recycling is an easy way to contribute to minimizing the proliferation of waste and growth of landfills. Norwood encourages Residents to separate recyclables from other trash and deposit the recyclables in the labeled containers located adjacent to the trash enclosures and other convenient locations throughout the site. If you have any questions please contact the Community Manager at (512) 632-1054.

The current recycling program accepts the following items:

Mixed Paper

- Newspaper / magazines
- Home office paper
- Junk mail / envelopes
- Catalogs
- Cardboard (break down and flatten)

Plastic

- Plastic soda/water bottles
- Plastic milk jugs
- Plastic food containers (with food particles washed off)
- Rigid plastic items (#1 thru #7)

Metals

- Aluminum cans
- Tin / Steel cans

Glass

- Glass bottles

Batteries

- Battery Disposal located in the Resident Mail Room (within the Clubhouse)

Reduce waste even further: Stop unwanted mail

<http://www.consumer.ftc.gov/articles/0262-stopping-unsolicited-mail-phone-calls-and-email>

<https://www.catalogchoice.org/>

Transportation Options

Norwood encourages alternative transportation to automobile use for residents, and provides the following:

Covered bicycle racks are provided near certain entries of the building and residents are encouraged to make use of the wide array of bike lanes and trails provided by the City of Austin. A map of the bike routes is available at most local bike shops or online at [Austin Bicycle Route Map](#)

Norwood can also facilitate car-sharing options for the Tenants:

Car2Go Austin is a car-sharing option that make it easier to live without owning or renting a vehicle. Members are able to rent for a period of time. This is a great option for those that do not own a car: www.car2go.com/austin/en/

Alternative Transportation: [Get There ATX Mobility Options](#)

Green Building Features

Below are some of the components that contribute to the energy savings and additional ways that Residents can use the components to save even more energy.

HVAC (Air Conditioning/Heating):

The HVAC system provides an energy efficient 16 SEER unit for each apartment meaning that every apartment has individual control over their environment. Additionally, every apartment has a programmable thermostat.

- Be sure to adjust the thermostat settings if your unit will be vacant during vacations, holidays, etc.
- In the winter, wear a sweater instead to turning up the heat. In the summer, use the ceiling fan before turning down the temperature.
- The thermostats are pre-programmed to follow the Energy Star recommended schedule:

| Factory Program Temperatures Recommended by ENERGY STAR® Cooling & Heating Schedule | | | | | | | |
|---|-----|---------------------|------|---------------------|------|-------------------|------|
| PERIOD | | WEEKDAYS (5-DAY) | | SATURDAY (1-DAY) | | SUNDAY (1-DAY) | |
| | | Start Time | Temp | Start Time | Temp | Start Time | Temp |
| COOL | MOR | 6:00 am | 78F | 6:00 am | 78F | 6:00 am | 78F |
| | DAY | 8:00 am | 85F | 8:00 am | 85F | 8:00 am | 85F |
| | EVE | 5:00 pm | 78F | 5:00 pm | 78F | 5:00 pm | 78F |
| | NHT | 10:00 pm | 82F | 10:00 pm | 82F | 10:00 pm | 82F |
| HEAT | MOR | 6:00 am | 70F | 6:00 am | 70F | 6:00 am | 70F |
| | DAY | 8:00 am | 62F | 8:00 am | 62F | 8:00 am | 62F |
| | EVE | 5:00 pm | 70F | 5:00 pm | 70F | 5:00 pm | 70F |
| | NHT | 10:00 pm | 62F | 10:00 pm | 62F | 10:00 pm | 62F |

Lighting:

The lighting system throughout the apartment and common areas utilizes high efficiency LED lighting.

- Residents are encouraged to create additional energy savings by turning off lights in any room that is not immediately occupied. Turning off lights regularly can save 8%-20% on lighting energy consumption.
- Keep lights clean. Why? Dust can cut a fixtures light output by 25%.

Ceiling Fans:

Every apartment has Energy Star ceiling fans in the living room and bedrooms. During the summer, ceiling fans provide air movement that creates a feeling of as much as a 5 degree temperature drop and reducing the need for more cooling from the air conditioning system.

- Residents are encouraged to manage energy consumption by running ceiling fans in immediately occupied rooms and to setting thermostats at a higher temperature during the summer and a lower temperature during the winter. Don't forget to turn the ceiling fans off when leaving any room.

Appliances:

The following appliances in each apartment home are Energy Star rated for energy efficiency and/or low-water use, including the ceiling fans, refrigerators, and dishwashers. Residents can assist in additional energy and water usage reductions with the following tips:

- Only run washing machines/dryers and dishwashers with full loads. Partial loads, even with adjusted settings, waste water and electricity.
- Wash laundry with cold water, instead of hot. Hot water is only necessary for very dirty laundry.
- Keep refrigerators set at the minimum setting necessary to maintain the proper temperature for food storage. Keep your fridge between 36 and 38 degrees F. Set your freezer between 0 and 5 degrees F.
- Limit opening of the doors and avoid leaving the doors open longer than a few seconds. It is better to open the door multiple times than to leave it opened for an extended period.
- Keep the freezer full. It works more efficiently full than empty.
- Use the air-dry option on dishwashers.
- Scrape dishes instead of pre-rinsing them. Dishwashers made in the past 5-10 years can clean even heavily soiled dishes without pre-rinsing them.
- Use microwaves and crock pots to cook small meals.
- Keep the inside of your microwave clean. It improves the efficiency of your microwave.
- Use lids when cooking. They keep steam in and help food cook more quickly, which saves energy.

The design of the building systems includes water-use efficiencies that equate to using **15%** less water than the City of Austin requires. Below are some of the components that contribute to the water-use savings and additional ways that Residents can use the components to save even more water.

Plumbing Fixtures:

- Low-flow fixtures are installed and are designed to use less water and be equally functional. Residents shall refrain from replacing these fixtures.
- Take short showers. Why? They use less water than baths. You pay twice for water. You pay one bill for the cost of the water itself. Then you pay a second bill for the cost of heating the water.
- Report Leaks. A dripping faucet can cost over \$10 a month and a leaky toilet flapper can also add up fast.

Ventilation:

Each apartment home is equipped with a ventilation hood over the range / cooktop as well as a ventilation fan in each bathroom. All of these vents are ducted directly to the exterior of the building.

- Residents should utilize the ventilation hood any time the range / cooktop is used to exhaust heat directly to the exterior and reduce the load on the air conditioning system. Additionally, the hood will exhaust smoke directly to the exterior improving the indoor air quality of the apartment. Be sure to turn the hood off at the same time as the range/cooktop.
- Residents should utilize the ventilation fan in the bathroom anytime the shower is used to exhaust heat and humidity directly to the exterior and reduce the load on the air conditioning system as well as minimizing humidity damage within the apartment.

Additional Features:

In addition to the above items, below are additional passive design/construction features that contribute to the sustainable nature of the building.

Construction Waste Management

At least 50% of the construction waste from the project was recycled and diverted from a landfill.

Views to the outside

All of the main occupied spaces of the apartment homes (bedrooms, living rooms) have exterior windows with views to the outside. This feature was a conscious effort to get maximum daylight into the most heavily used spaces and to provide a better atmosphere within the apartments.

Low VOC paints and coatings

Products used for painting within the building were chosen specifically to ensure that the fumes/off-gassing is minimal to non-existent to provide the highest level of indoor air quality.

Vapor Barriers:

Please refrain from installing vapor barriers, such as wall paper, on exterior walls to prevent mold growth.

Monitor Your Energy Usage: Did you know Austin Energy has a tiered rate structure? The more you consume, the higher (more expensive) the rate tiers are that are used to calculate your bill. This tiered rate structure is designed to encourage energy conservation. The less you use, the cheaper your power becomes! Austin Energy has a free app that allows you to monitor your usage and set up alerts to let you know when you may be entering a new rate tier online. Follow the link below to register and for more information: <https://austinenergyapp.com/>

Pet Etiquette:

You must clean up after your pets. Bag/trash stations are provided for your convenience. City ordinance requires you to clean up after your pet and to keep dogs on leashes. Pets are only allowed off-leash in a dog-run or designated area of city parks.

Smoking:

We have designated smoking areas. Please pick up butts. Smoking areas were placed away from fresh-air intakes, mechanical systems, windows and doors, and fire hazards. Please look for the smoking/ non-smoking signage in place.

Integrated Pest Management (IPM) Plan:

Available to residents upon request.

Practice Good Housekeeping:

Deter insects by practicing good housekeeping. Seal cracks, keep windows and doors closed, and keep food and water in tightly sealed containers. Wipe kitchen cabinets and pantry shelves with equal parts vinegar and water. Household Items to deter use of: Household chemicals, such as bleach, ammonia, all-purpose cleaner, bathroom cleaners, scouring powders, oven cleaners, furniture polish, bug sprays, and spot removers, are corrosive and toxic. Never mix these chemicals together; when mixed, they can produce poisonous fumes.

If you accidentally have these items in your home, please bring these items to the Austin Household Hazardous Waste Facility:

City of Austin Household Hazardous Waste Facility

2514 Business Center Drive

Austin, TX 512-974-4343

<https://www.austintexas.gov/page/household-hazardous-materials>

Household Hazardous Waste is anything that is flammable, corrosive, toxic, poisonous, reactive, or explosive is hazardous and should not be put in your trash. Look for words like "Caution," "Warning" or "Danger" on the label.

Common hazardous items around the house include paints and solvents, lawn care chemicals, household cleaning products and automotive products. Products such as batteries, thermometers and fluorescent lights are also hazardous.

Paints and Solvents

Latex paint, oil-based paint, furniture strippers, paint thinners, etc.

Lawn Care Chemicals

Fertilizers, pesticides, pool chemicals, herbicides, insecticides, fungicides, etc.

Cleaning Products

Bleach or products containing bleach, ammonia or ammonia-based products, all-purpose cleaners, furniture polish, spot removers, scouring powder, oven cleaner, bathroom cleaners, bug spray, etc.

Automotive Products

Motor oil, oil filters, gasoline, anti-freeze, lubricants, car batteries, brake fluid, transmission fluid, car wax, metal polish, etc.

Batteries

Battery Recycle Bins are located in the Residents Mail Room, within the Clubhouse.

There are also a number of locations around town to drop off household batteries free of charge, including alkaline, nickel cadmium (Nicad), rechargeable, watch, camera, cell phone, lap top and other, similar batteries. Because these locations change on a regular basis, please call the Household Hazardous Waste Facility at 512-974-4343. We do not want any of these items to be thrown into any of the waste bins on site at Moonlight Garden. If you see anyone placing these types of items into trash bins, please notify management personnel.

Alternative Cleaners and Pesticides

Clogged drain opener:

Pour one cup baking soda down the drain followed by one cup vinegar. Cover the drain tightly for one minute, then flush with one gallon boiling water.

General cleanser and disinfectant:

Stir 1/2 cup borax into one gallon of water. This can be used to clean toilet bowls, kitchen counters, bathtubs and many other household surfaces. Keep boric acid out of reach of children and pets.

Air freshener:

Open windows or place open containers of baking soda around the house as a deodorizer. You can also sprinkle baking soda on carpets, let it sit awhile, and then vacuum up to help remove odors.

Furniture polish:

Use a mixture of two parts olive oil or vegetable oil to one part lemon juice.

Glass cleaner:

Mix two teaspoons white vinegar with one cup warm water.

Oven cleaner:

Warm oven, moisten any spills, and sprinkle them with baking soda or salt, and scrub.

Floor cleaner:

Mix 1/2 cup vinegar with one gallon water.

Scrubbing powder:

Use baking soda or borax as a scouring powder.

Roach powder:

Dust a very thin film of boric acid powder or Drione on surfaces and into cracks and crevices. Boric acid is also an effective way to control ants. Keep boric acid out of reach of children and pets, and do not place on food preparation surfaces. Use non-toxic roach traps.

Ant repellent:

Sprinkle chili powder around possible entry areas. Wash kitchen counters with equal parts vinegar and water. Plant pennyroyal, peppermint and tansy around your home.

Moth repellents:

Use cedar chips or lavender flowers in storage areas.

Flea and tick control:

Spray your doorways with lemon juice.

Consult your vet. Products from the vet can be less toxic than ones from the pet store.

Treat carpets and floors with products containing insect growth regulators like methoprene or fenoxycarb.

Shampoo your dog with an insecticidal soap or a limonene/linalool product. Use a flea comb to remove surviving fleas.

Sprinkle brewer's yeast or garlic on your pet's food to deter fleas.

Place eucalyptus or rosemary leaves in your pet's sleeping area.

Put a cut-up flea collar inside the vacuum bag and vacuum your carpets every day for a week. Throw away the vacuum bag each day.

Reduce Mosquitoes:

- Eliminate breeding sites by reducing standing water
- Replace water at least once a week in pet dishes and bird baths
- Keep window and door screens in good repair

Prevent Mosquito Bites

- Avoid being outside at the peak mosquito hours of dusk and dawn
- Wear light colored, loose fitting clothing when outside; mosquito repellent clothing is also available
- Light citronella candles to provide short-term relief on areas such as patios
- Use mosquito repellents when outside. Apply to clothing and exposed skin according to label instructions. Once indoors, wash treated skin with soap and water
- Use topical, spot treatments for pets to help repel mosquitoes and use in conjunction with heartworm medication because heartworms are transmitted