

**FROM THE DESK OF FRED IRIZARRY
SUPERINTENDENT'S OFFICE**

Welcome to our building on Burns Street Complex. Your apartment should be in order and ready for occupancy.

Please note that there are garbage and recycle containers provided for you in the basement. The **appropriate containers must be used. Please read the posted signs.**

Please note that the radiators in your apartment must either be turned **ALL THE WAY on or ALL THE WAY off. There are no in-between settings.** Failure to do so will result in leaks.

Please take a few minutes to look at your fuse box (unless it is a circuit breaker panel) and purchase some of the same fuses so if and when it blows out, you will have the correct ones.

Air-conditioner installations must be professionally installed with bracket supports. For fire escape windows, ask the superintendent **BEFORE installing the unit.**

Please be advised that there is a towing company, East Coast Towing, which will be towing any and all illegally parked vehicles along our driveway, garages and parking spots, WITH NO EXCEPTIONS.

Please be advised that for all of our safety, we have a video surveillance system throughout the property.

Please note further that the **exterminator** comes twice a month, the second Saturday and the fourth Wednesday of each month from 9am until completion. If you want your apartment exterminated, kindly call the superintendent or the assistant super to put your apartment on the list for extermination and specify which days you want.

The super's office is located in the basement of 68-19 Burns Street. There is a board for messages and the location of the super or the assistant super provided for your perusal.

Should you have any questions, please feel free to call the appropriate number listed below for assistance:

<u>NAME</u>	<u>PHONE #</u>	<u>TITLE</u>	<u>DAYS OFF</u>
Fred Irizarry	1-718-261-4889 fred11375@gmail.com	Superintendent	Sunday / Monday
Angel Soto	1-718-263-2427	Assistant super	Friday / Saturday
Frank Fernandez	N / A	Porter	Sunday / Monday
Cesar Abreu	N / A	Porter	Friday / Saturday
Burns Mgt. Co.	718-897-6500 ext13		Saturday/Sunday
National Grid (gas)	1-800-642-4272	http://www.NationalGridUS.com	
Con Edison	1-800-752-6633	http://www.coned.com	
Time Warner Cable	1-718-358-0900	http://www.timewarnercable.com	

Office in Basement at 68-19 Burns St. Forest Hills, NY 11375

718-261-4889 Fax: 718-261-2721

FOR EMERGENCY ONLY: 718-897-6500 ext 64