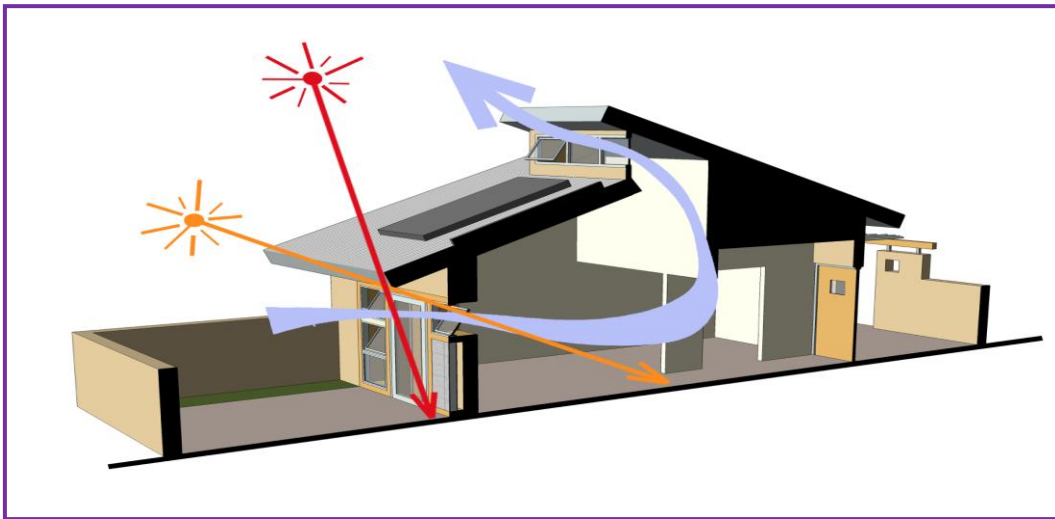


HEALTHY HOME GUIDE

For Residents of

THE CHUSKA APARTMENTS



THE CHUSKA APARTMENTS

Developer and Owner

SUPPORTIVE HOUSING COALITION

OF NEW MEXICO (SHC-NM)

Residential Services Coordinator

CARE 66 (505) 863-6131

Property Management

MONARCH PROPERTIES

(505) 863-7400

HEALTHY HOME GUIDE for Residents of CHUSKA APARTMENTS

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In addition to this guide, you should also have owner's manuals for the appliances in your apartment; please refer to those manuals for information on maintaining your appliances. If you do not have those manuals, request them from a building manager. And if anything breaks in your apartment, or if you need some other type of maintenance or repair help, please contact your management agent by calling Monarch Properties at (505) 863-7400.

A Green Operations & Maintenance Manual for CHUSKA APARTMENTS was developed for use by the development's management and maintenance staff, along with a Healthy Home Guide for the project's residents.

Healthy Home Guide

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INTRODUCTION

Welcome to the Chuska Apartments!

The Chuska Apartments are a model of sustainable design for affordable housing. From the project's inception, every design decision was made with the environment in mind in order to create a project that integrates quality design with sustainable features.

The location of the project was the first decision in this process. In order to minimize oil consumption, Chuska Apartments are located along a public transportation line, within walking distance to many amenities including: restaurants, supermarkets, retail centers, recreation and schools.



Buildings are terraced onto the sloping site to minimize impact on the terrain. The overall site design promotes pedestrian access to the surrounding neighborhood and a community garden is provided to promote self sufficiency.

Xeriscape, native and drought tolerant plants are used throughout the site in order to blend with the surrounding landscape and conserve water. Rainwater is collected from roofs of all the buildings, and stored in barrels for landscape use to lessen the demand on strained water resources in Gallup.

Additionally, low flow and water conserving appliances and fixtures are installed in all residential units and the community facility.

The primary heating for each unit is a trombe wall assembly along the south face of the apartments. Solar gain is absorbed by the concrete block and radiated into the building over the course of several hours through the night.

Solar energy is used to supplement the heating system by connecting solar hot water collectors to a combined domestic hot water baseboard heating system. In order to reduce heat gain in the summer, a roof with a generous overhang shades the windows.

In addition to standard windows, a clerestory brings natural light into the center of each house and the community facility. Thermal mass in the form of concrete slab and concrete block walls coupled with natural ventilation provides cooling in lieu of energy intensive forced air or water intensive evaporative coolers.

Additional energy saving features include: Energy Star certified lighting fixtures and appliances, insulation on all hot and cold water lines, and a combined domestic hot water baseboard heating system.

Occupant health is of prime importance. Kitchen stoves provided with range hoods vent directly to the exterior as do the bathroom and dryer vents. Non-toxic & low volatile organic compounds (VOC.) materials were used throughout. These include paint, adhesives and sealants. Colored concrete is the primary flooring material and ceramic tile was used in bathrooms in order to minimize the accumulation of allergens in the buildings.

Materials were selected based on their energy and environmental impact. Engineered wood products such as plywood and composite joists were utilized to preserve forests, and only products that are free of urea formaldehyde (or with very low levels) were used. Local labor and materials, such as recycled cotton batt insulation manufactured nearby were used to the greatest extent possible.

With its integrated design approach, the Chuska Apartments serve as a model of sustainable housing development to the city of Gallup and beyond.

Alexander Dzurec, Principal (505)216-7555



To keep the buildings healthy and to conserve natural resources, it is important that residents and the maintenance staff clean, maintain, and operate the building using green and healthy products and practices.

This guide is meant to help residents do that. It presents some of the things that you can do to keep your home environment clean, green, and healthy. Many of these things are easy to do, and all of them are worth the time and effort.

We hope that you will use this guide and we hope that it will help you to maintain an enjoyable living environment at the Chuska Apartments.





HOW TO KEEP YOUR HOME CLEAN AND HEALTHY

A HOUSEKEEPING AND CLEANING

In order to help protect your health and maintain a pleasant living environment, it is important to take care of your home, to keep it clean and pest-free, and to clean it with safe products. Here are some recommendations on general housekeeping practices, cleaning products, and clothes cleaning.

General Housekeeping Tips

- Sweep the floors of your apartment regularly (preferably at least once a week), and mop the flooring whenever it starts to get dirty or sticky.
- Vacuum the carpet regularly. Dirt and dust get trapped in carpet, and they can trigger allergy symptoms and asthma.
- Wash any dirty dishes daily and clean kitchen surfaces with a damp cloth whenever they are dirty.
- If water or any liquid is spilled on the carpet, sop it up immediately with a dry towel or rag. Mildew and mold can develop in carpet that stays wet.
- Wipe up any puddles of water from your bathroom or kitchen floor.
- If your toilet overflows and you can't get it to stop, report it to maintenance staff immediately.
- If you see discoloration on surfaces (white, orange, green, brown, or black), see cracked or discolored grout, or smell a musty odor, it might be mold or mildew. Clean the areas with baking soda or borax. If the discoloration does not go away or gets worse, notify the building

maintenance/management staff, as mold can cause serious health problems if it is not addressed.

- Open windows whenever there are odors, fumes from cleaning products or other chemicals, or excess moisture in your apartment. Also use a fan to help air out the room.
- When you are using your stove, turn on the rangehood fan if the cooking is creating any smoke, steam or odors.
- Clean the grease filter on your stove's rangehood when any grease builds up; if you have questions about how to clean the grease filter, please ask the Maintenance staff.
- Don't use bristly brushes or other abrasive products when cleaning, as they can leave scratch marks.
- Throw out and replace sponges and cloths/rags if they're dirty or smelly.
- When using a cleaning product, read its label and follow the instructions for using and storing the product.
- Don't mix different cleaning products together (unless specifically recommended unless they are non-reactive, non-toxic substances).
- Glues, adhesives, paints, and other household products often contain volatile organic compounds (VOCs), which contribute to indoor air pollution (as well as to outdoor smog). Try to choose products that are labeled as "low-VOC" or "non-toxic," whenever possible.

Cleaning Products

Cleaning your home is important because it helps remove harmful contaminants, such as mold and bacteria. But many conventional cleaning products can also cause health problems. The use of toxic cleaning products can be a particular problem for people who have health conditions such as asthma or allergies or who have chemical sensitivities or weak immune systems. Some cleaning products can cause headaches, dizziness, skin irritation, respiratory irritation and asthma, eye irritation or worse; some contain cancer-causing substances, reproductive toxins, central nervous system toxins, and endocrine system/hormone disruptors.



Fortunately, many alternative, non-toxic cleaning products are now available. And you can find some good, inexpensive products that aren't even located in the cleaning products aisle at the store. Some very basic and multi-purpose household substances can be used as safe and effective alternative cleaning solutions for most household cleaning jobs; these substances include baking soda, white vinegar, lemon juice, and salt, as well as hydrogen peroxide

and borax. Borax and baking soda are especially versatile household products; they can be used for a variety of purposes. For example, baking soda will clean and deodorize all kitchen and bathroom surfaces (just dissolve a few tablespoons in some warm water, or use the baking soda directly on a damp sponge). A combination of baking soda, hot water, and vinegar can clear drains. And borax, baking soda, or hydrogen peroxide can remove stains and mildew. Alternatively, using a mild soap (like dishwashing detergent or a liquid soap) with some water will clean most surfaces adequately.

Here is one recipe for a non-toxic, all-purpose cleaner (for cleaning countertops, floors, walls, etc.); but these ingredients can be used separately, as well:

1 quart warm water	1 teaspoon liquid soap
1 teaspoon borax	½ cup undiluted white vinegar
Mix ingredients and store in a spray bottle	

If you're selecting a more conventional cleaning product (from the cleaning products aisle) at the store, look for products that are labeled as non-toxic, low VOC or zero VOC, and/or biodegradable. Also look for unscented products (some people are allergic to certain fragrances) and products with recyclable packaging/containers.

Products to avoid:

Avoid the use of chlorine bleach unless it's absolutely necessary to use such a strong disinfectant. Hydrogen peroxide is a good alternative to chlorine bleach. *Never* use undiluted chlorine bleach or ammonia; both of these can cause major respiratory irritation. Also avoid most "anti-bacterial" and "anti-microbial" products; use of such products can cause germs to become resistant to antibiotics.

Read product labels, including the small print. As a general rule, you should avoid all products that are labeled "Danger—Poison." (Products with "Warning" labels are also dangerous, but less so, and products labeled with "Caution" are the least harmful of the three, though they can still be hazardous.)

Also avoid products that are labeled as "Corrosive," "Severely Irritating," "Highly Flammable," or "Highly Combustible." And avoid aerosols when possible; they often contain substances that are flammable and that can contribute to indoor air quality problems.

Avoid using most “air freshener” products, especially if their labels say that they contain para-dichlorobenzene. Ingredients like this can cause headaches and other health problems.

Also avoid using mothballs; instead, store wool items in plastic bags or airtight containers, and if there is a moth problem, you can kill the moth eggs by washing the affected garments in hot water or putting them in the freezer for a few days.

Clothes Cleaning

The building’s laundry room is located on the south- west end of Building I.

Choose a laundry detergent that is labeled as phosphate-free, biodegradable, and/or non-toxic. (Also consider selecting an unscented product.) Such products include borax and Arm & Hammer’s Washing Soda or equivalent.



Only a small amount of detergent is necessary; do not use more than the amount that is recommended in the instructions on the box/container.

When you are done drying your clothes, please clean the lint out of the dryer’s lint filter. This will help the dryer work better for the next person who uses it and it also prevents the lint from becoming a fire hazard.

B. TRASH AND RECYCLING

The trash dumpsters are located at the south-west corner of the property. *For recyclables, see the City of Gallup information, **Appendix D**, at the back of this guide.*



The materials that can be recycled are

- **Paper:** All types, including newspaper, cardboard (unwaxed), paperboard (e.g., cereal boxes without the lining bag), office paper, envelopes (plastic windows OK), junk mail, magazines and catalogs, milk cartons, paper egg cartons, phonebooks, wrapping paper, etc.
- **Aluminum** cans and foil
- **Glass** bottles and jars
- **Plastic bottles** (#1 through 7)
- **Plastic tubs** and lids (#2, 4, and 5 only: *check the number on the bottom*)
- **Spray cans** (empty)
- **Tin** (steel) cans

You **cannot** recycle: juice boxes, light bulbs, plastic bags, styrofoam, ceramic dishes, coat hangers, waxed cardboard, mirrors, and window glass.

Hazardous Waste Disposal

Hazardous waste materials may not be thrown in the garbage. They must be dropped off at the appropriate facility for safe disposal or recycling, so that they don't contribute to the contamination of the air, water, or soil. **See Appendix D.**

Hazardous waste materials include:

- chemical cleaning supplies batteries (all types)
- fluorescent lamps/light bulbs
- paint, paint thinners, primers, stains and other finishes
- toxic glues and adhesives
- medical/biohazard waste (including needles)
- pesticides, herbicides, chemical fertilizer
- computers, TVs, and other electronic equipment
- printer/copier ink/toner
- used motor oil
- compressed gases

C. PEST CONTROL

It is important to keep your apartment free of pests (such as ants, cockroaches, rodents, etc.), as pests can carry disease. If you find bugs, ants, rodents, or other pests in your apartment, report it to the maintenance staff right away.

Please do not use toxic pesticide products. Most pesticides are poisons, and they are often poisonous to humans and pets, as well as to pests. Studies have linked some pesticides to cancer, birth defects, neurological disorders, and immune system disorders, as well as allergies. As a general rule, avoid products that are labeled “Danger—Poison.” If ants are in your apartment, try sprinkling borax where they are coming in; ants do not like boric acid. If you must use some chemical pest control products, consider using only baits (for cockroaches and ants). And for rodents, traps should be used rather than poisons.



The best strategy is to keep pests from coming into your apartment in the first place, rather than having to get rid of them later. Many pests are attracted by grease, sweets, other types of food, and standing water. If your apartment is clean and dry, it isn't likely that pests will want to live there.

The following are some specific steps that you can take to keep pests from finding food, water, or hiding places in your apartment.

Pest Prevention Tips

- Clean up any open, unsealed food, crumbs (wrap and seal any leftover food and put it in the refrigerator or in a cabinet if tightly sealed).
- Do not leave dirty dishes out overnight.
- Clean up spills or sticky substances from all floors and surfaces.
- Keep your kitchen clean; be sure to clean up any grease with soapy water, and dry off any wet areas.
- Sweep, mop, and vacuum regularly.
- Rinse bottles, cans, and containers before placing in the recycling bins.
- Take your garbage to the trash dumpster at least once a week, or every evening, if there are any pests in your apartment.
- Minimize clutter and paper piles that provide hiding places for pests.
- If you notice any water leaks or moisture-damaged materials in your apartment, report the issue to building maintenance staff immediately.

D. SMOKING POLICY

Smoking is allowed in your individual housing units.

Smoking is not allowed in any of the shared, public spaces including the offices, laundry room, community center, kitchen or baths.

Smoking is permitted outside. Please stand at least 50 feet from a public entrance if you are smoking and properly dispose of any refuse.



HOW TO SAVE ENERGY AND WATER

Conserving energy and water resources benefits the environment in a variety of ways. For example, using less electricity reduces power plants emissions (from burning fossil fuels), which reduces air and water pollution, and that helps protect everyone's health.



All the kitchen appliances provided in your apartment are Energy Star rated. Energy Star is a US Government backed program which helps businesses and households protect the environment through superior energy efficiency. This means that the appliances in your house are much more energy efficient than regular appliances and help to keep your energy bills down.

The less energy and water that are used in the building, the less money the building owner will have to pay for these utilities. And the more money the owner saves on utility bills, the more funding will be potentially available to support services and programs that could benefit you and the other residents of the building.

SAVING ENERGY

Lights

- Turn off lights (and any electronic equipment) whenever you're leaving your apartment or when you do not need them to be on.
- When the light bulbs burn out in your apartment, replace with energy-efficient replacement bulbs. Be careful not to break the fluorescent bulbs; they contain small amounts of mercury, which is a hazardous substance. Do not throw away fluorescent light bulbs; the building's staff should take them to the city's waste facility for disposal.
- If you are going to bring lamp(s) into your apartment, avoid using halogen lamps. Not only are halogen lamps major energy wasters, but they also pose a significant fire hazard.

Heat

- Make sure that the temperature in your apartment is comfortable and the heater is not set too high.
- During cool months, usually the highest temperature that a thermostat needs to be set for is about 68-69 degrees, during warm

times of the year, and at night. If the building temperature is too hot or cold, or if your heater will not turn off, notify the building management.

- Do not leave the heat on when you have the window open, or open the window when you have the heat on. Heating and cooling the room at the same time wastes energy.
- Keep your heater clean and dusted.
- Do not place furniture next to the heater, as that can block the heat from entering the rest of the room.

Other

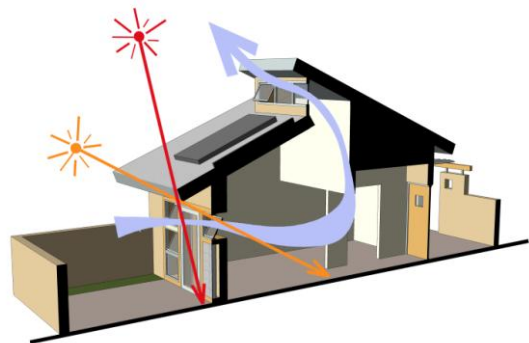
- Clean the dust off of your refrigerator coils twice a year. (Remove the grill at the bottom of the refrigerator and clean the coils in front and back; pull the refrigerator out to sweep and dust behind it.) If you would like to be shown how to do this or require some form of assistance contact building maintenance staff.
- In the laundry room, clean out lint from dryer lint filters before or after each load of laundry. This helps the machines run more efficiently and prevents the lint from becoming a fire hazard.

SOLAR FEATURES

The Chuska Apartments pride themselves in providing bright, airy, energy efficient and healthy homes for you. Your apartment at the Chuska Apartments has been designed to work with the local weather conditions and you. Your apartment harnesses the energy of the sun for heating and natural ventilation for cooling, using far less fossil fuels than the typical apartment of the same size, thereby reducing your energy bills and saving the environment.

This manual is provided to help you understand the various components of your house to heat and cool it naturally.

This diagram shows the overall design of the house. Your house is designed with many south facing windows. The roof overhangs are sized to shade your windows from the summer sun and let in the winter sun. The broad arrow represents the flow of air through the house.



Cooling

There is no air conditioning or swamp cooler in your house. Your house is designed to be cooled by natural ventilation. The roof overhangs will shade the windows from the summer sun ensuring that it stays cool so there is no need to keep your blinds closed all the time. Your house has been designed with plenty of operable windows at various levels and on both the south and north sides to keep air moving through the spaces, cooling them as it does so.

Once it starts warming up at night in late May, call the Property Manager to open the high clerestory windows in the living room. Hot air tends to rise and these windows will help vent hot air from your house keeping it cool.

Opening all the windows in your living room, master bedroom and the north bedrooms at night will allow the cool night air to move through the entire house, flushing out the heat. This is called Free Cooling. Keeping your interior doors open at night will help cross ventilation and the cool air to move through the house.

Shutting all your windows, except the high clerestory windows, during the day will ensure that your house stays cool during the day by not letting the heat in. The high clerestory windows will help vent out the heat from inside your house. The ceiling fan in your living room will also help in circulating air within the house.

Heating

Your house is designed with a lot of south facing windows to let in the southern winter sun. The southern sun naturally heats up the interior of the house. This is called Passive Solar Heating. This is done in two ways:

Direct Gain

The roof overhangs are sized to and let in the winter sun through the south windows. The sunlight comes in through the glass and is converted into heat. This heat is absorbed and stored in the concrete floors throughout the day and radiated out into the house at night. This is called Direct Gain

Trombe Walls

A part of the south walls of the living room and the south bedroom is a concrete block wall. You can see this concrete block wall on the inside. On the outside, this portion of the wall is covered by a clear white polycarbonate material. Sunlight penetrates the polycarbonate and is converted into heat. This heat is absorbed and stored in the concrete block portion of the wall throughout the day. At night, when it cools down, this heat is radiated into the interior spaces.

- To get the full heating benefits of the sun, make sure that you have your blinds open to let in the sun during the hottest part of the day, from 10 am – 3pm.
- Once it starts to get cooler at night in late September, call the Property Manager to shut the high clerestory windows in the living room. Warm air tends to rise so it is very important to make sure that these windows are shut so that you don't lose all the heat to the outside.
- The ceiling fan in the living room will help circulate warm air by pushing it downwards into the living space. When the property manager comes to shut your high clerestory windows, make sure that the fan is set so that it circulates air downwards. This can be done by flipping a switch on the fan.
- If the house feels like it is getting stuffy, you can crack open one of the south facing windows in the living room or bedroom to let in some fresh air. The south side of the house will be warmer than the north side. Opening windows on the south side means that you will lose less heat to the outside.

The Passive Solar Heating System is supplemented by an active Solar Hydronic Baseboard Heating System. This is just a fancy way of saying that the mechanical heating system in your house is through hot water baseboards and the water in those baseboards is heated by solar hot water panels on your roof. These solar hot water panels also provide you with hot water in your taps. On those rare cloudy days when the solar hot water panels are unable to heat water from the sun, there is a boiler in the mechanical rooms to heat the water.

The hot water baseboards radiate heat into the interior spaces. The most efficient way of heating your house with these baseboards is to set the thermostat at a temperature you find comfortable and leave it at that setting. It will take some time to heat up the house to that temperature but once there the house should stay at your chosen temperature using far less energy than other mechanical heating systems, provided you don't keep your windows open all the time. If used properly, with the Passive Solar Heating System and the Solar Hydronic Baseboards your heating bills should stay low.

SAVING WATER

Gallup is in the high desert and is currently experiencing acute water shortages. Saving water and using resources like rain water is a great idea.

Water Catchment



The metal roofing used on your apartment is inert and non-toxic, unlike other roofing materials such as tar roofs, which means that the water from the roof can be collected and used safely. The rain water from your metal roof is being collected in rain barrels. This water can be used to irrigate plants that you may choose to grow in your yard.

During the winter, the rain barrels should be emptied regularly so that they do not freeze and break. Make sure that you leave the faucets on the rain barrels open during the winter months so that the water in them can drain out. Remember to close the faucets in the spring.

- Your apartment has been equipped with low flow toilets which use much less water than regular toilets for flushing.
- When using a sink or the shower, don't run the faucet longer than is necessary for your task. When you turn a faucet off, make sure it is *off*.
- If you hear the sound of dripping or trickling water in your apartment or notice that your faucets are leaking or your toilet is running (too long after it has been flushed) and you can't get it to stop, notify the building's maintenance staff right away so that they can fix the leak.
- Try not to take really long showers; keep shower time under 10-15 minutes.
- When using a clothes washer, try to clean fairly full loads, when possible or select a light-load setting for small loads, to use less water than would be used for a full load. Many laundry detergents work as effectively in cold water. Using cold water to both wash and rinse cloths saves energy.

Low VOC Finishes

All the paints, stains, sealants used to finish the interior of your house are low VOC finishes. This means that they do not off-gas toxic chemicals into your living space harming your health and the health of your children. Some of the most toxic materials used inside homes today are



flooring materials. Carpet traps odors, bacteria, germs and dirt despite regular cleaning and contributes to many airborne infections, allergies and chronic conditions like asthma. The painted concrete floor in your home is one of the healthiest flooring choices available. And it resists chemicals, odors and germs and insures a healthy air quality.

INDOOR AIR QUALITY

Radon is an inert, colorless, odorless gas that is known to cause cancer in children. Radon deposits in the soil under the foundation of the home, if left unchecked, can seep into the interior spaces of a home. Your apartments have been provided with a passive radon venting system that allows any radon gas under the foundations of your apartment to vent directly outside the roof thus preventing the gas from entering your home, protecting the safety of your children.

The cook stove in your apartment has a range hood that vents directly to the outside eliminating smoke and odors from your house. This, in addition to the low VOC finishes and the radon venting system maintains a healthy indoor air quality in your home.

GREEN MATERIALS AND SYSTEMS IN CHUSKA APARTMENTS

This is a summary list of some of the green materials, finishes, furnishings, systems, equipment, and appliances that are featured Chuska Apartments.

In the apartment units

- Cabinets: Custom Oak, Local vendor
- Appliances: Energy Star
- Flooring: Concrete and tile
- Paint: Low VOC
- Showerhead:
- Toilet: Low Flow
- Roof: Corrugated metal
- Solar energy system: hot water and heat with gas back-up
- Windows: Clerestory and operable, south facing

In other parts of the building

- Adhesives and sealants: Low-VOC
- Flooring: Concrete and tile
- Insulation: Recycled cotton denim
- Irrigation system: Rain barrels
- Lighting: Day lighting, clerestory, and standard
- Paint: Low-VOC, low-odor
- Reception desk: Custom Oak, Local Vendor
- Roof: Corrugated metal
- Solar energy system: hot water and heat
- Windows: Clerestory and operable, south facing

RESOURCES FOR MORE INFORMATION ON GREEN HOUSING

Green Communities

www.greencommunitiesonline.com

Enterprise Community Partners

www.enterprisecommunity.org

Green Affordable Housing Coalition

www.greenaffordablehousing.org

Build It Green

www.builditgreen.org

U.S. Green Building Council

www.usgbc.org

Building Green

www.buildinggreen.com

Gallup Express Bus Service

Welcome to Gallup Express, a cheap and no hassle way to get around the city. In addition to environmental benefits, public transportation also limits traffic congestion and gas usage.

Hours of Operation Monday-Saturday: 7:00 a.m.-6:00 p.m.

For more information, call (505) 722-2345

Fares

	Trip	Monthly Pass
General Fare	1.00	25.00*
Children Under 5	Free	

*Monthly bus passes good for 30 rides

Tips and rules to remember

- ☞ Try to arrive 5 minutes early to your stop.
- ☞ Smoking, eating, and/or drinking are not allowed.
- ☞ Please take trash with you, don't leave anything behind.
- ☞ No flammable or hazardous materials are allowed in the vehicle.
- ☞ Illegal weapons are prohibited.
- ☞ Offer front seats to seniors and people with disabilities.
- ☞ Keep children under control or use car seats, which are available.
- ☞ Avoid unnecessary conversations with the driver.
Loud radio playing is not allowed.
- ☞ We cannot be held responsible for items left on the bus.
- ☞ Animals, other than service animals, are not permitted.
- ☞ Your comments and suggestions are always welcome.

Gallup Express provides affordable transportation to the public regardless of race, age, sex, religion, national origin, ancestry, and physical, mental or medical conditions.

GALLUP EXPRESS cont.

Vehicles are equipped with bike racks and wheelchair lifts. If you need assistance, ask the driver.

When boarding the bus, wait for all persons exiting before you enter, and remember to have exact fare or pass ready; drivers do not carry change. If you are transferring to another vehicle, ask the driver for a transfer ticket.

Fares are paid when boarding. Monthly passes can be purchased by calling (505) 722-2345. Any special fares require proof before purchase can occur.