

Maintenance Hints and Helps

Sometimes it is possible to avoid unneeded maintenance calls. Please go through these questions before submitting a Request for Repairs. Although we do not expect you to be able to repair everything that breaks down, here's some suggestions which might help keep maintenance costs down for the owner, and avoid unnecessary inconvenience and delays to you.

IF YOU HAVE AIR CONDITIONING AND/OR HEATING PROBLEMS:

- 1) Did you check your inside and outside breakers? Be sure to flip all breakers off and back on.
- 2) Is your filter clean? It should be changed every 30 days.
- 3) Is your thermostat set to "AUTO" instead of "ON"?
- 4) Is your thermostat set to "COOL" or "HEAT" instead of "OFF"?
- 5) Is your thermostat set higher or lower than the present temperature inside the house?
- 6) Is the cover to the filter compartment securely in place. Most units have a switch which will prevent operation if compartment door is not properly in place.
- 7) Inside most AC closets, near the unit, there is a "light switch" type switch. This must be "ON" for proper operation.
- 8) If you are operating heaters for the first time of the season, you may smell a burning smell as the system burns off accumulated dust. If you have a gas system, you will probably have to light the pilot if it has gone out during the year.

IF YOU HAVE PLUMBING PROBLEMS:

- 1) If the toilet starts to overflow, turn off the water underneath the toilet. Try to unclog the stoppage with a plunger.
- 2) If the sink drain is clogged, try to use a plunger to clear the stoppage. Use extra precaution when using chemical solvents to clear grease and hair clogs.
- 3) If the sink or toilet plumbing is leaking, turn off the water valves underneath to minimize damage. Water that can be controlled is not considered an "emergency" situation.

IF YOUR GARBAGE DISPOSAL JAMS:

- 1) If unit makes no noise at all when the switch is turned on, TURN THE SWITCH OFF. Then, try to reset the unit with the button located on the side or bottom of the disposal unit.
- 2) If unit makes a noise but does not appear to be grinding the food, it is probably jammed. TURN THE SWITCH OFF! Use a broom or mop handle to free up the blades by placing it into the (SWITCH OFF!) disposal and working it back and forth until you feel the blades spin freely. Some properties may have a metal L-shaped wrench that can be inserted into the exterior bottom of the unit to free the blades. After blade spins freely, check the reset button again. Then, try the power switch. NEVER ATTEMPT TO PLACE YOUR HAND INSIDE A GARBAGE DISPOSAL.
- 3) Avoid garbage disposal jams. Do not put toothpicks, pop tops, celery leaves, onion tops, bones, grease, banana peels, coins, rubber bands, egg shells, potato peels, or excessive amounts of anything that might cause stoppages into the unit. When in doubt, throw it out.

IF YOUR DISHWASHER ISN'T OPERATING CORRECTLY:

1. Make sure the switch above the countertop is on. Most of the time, it will be located next to the garbage disposal switch.
2. Make sure the door is in the "lock" position.
3. Check the breaker if the unit still does not get power.

Do not use any detergent/soap in the dishwasher that is not specified for dishwasher use. It will cause the dishwasher to leak.