

Helpful Hints

I. Plumbing

A. Clogs and Stoppages

1. As the tenant you are responsible for all clogged toilets, sinks, and tubs.
2. Pour ½ gallon of chlorine bleach down the drain. Let it sit overnight, then flush with water. Or use a chemical drain opener such as “Drano”. This will safely dissolve stoppage accumulation, which may solidify during a period of non-use.
 - a) Do not pour grease down the drain. Store grease in covered container, and then throw out with rubbish.
 - b) Do not use chemical drain openers in kitchen drains with a garbage disposal.



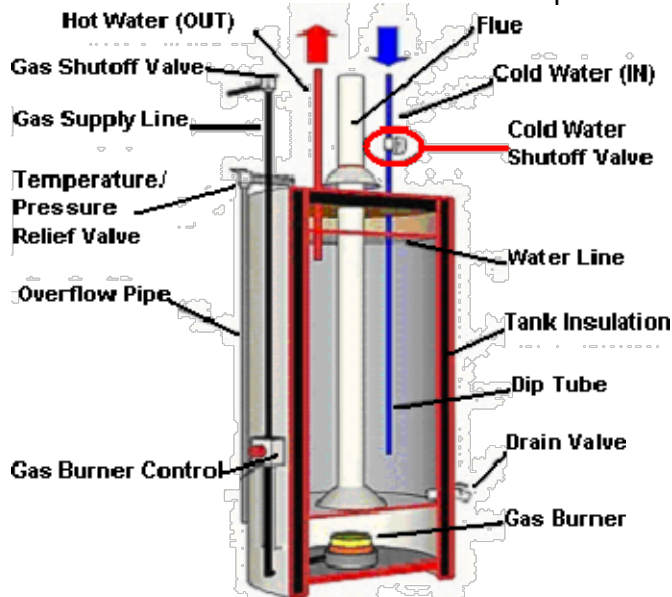
B. Toilet Stoppages

Purchase a plunger. The cost is around \$5.00 and is less than a service call, which can be \$85.00 or more.

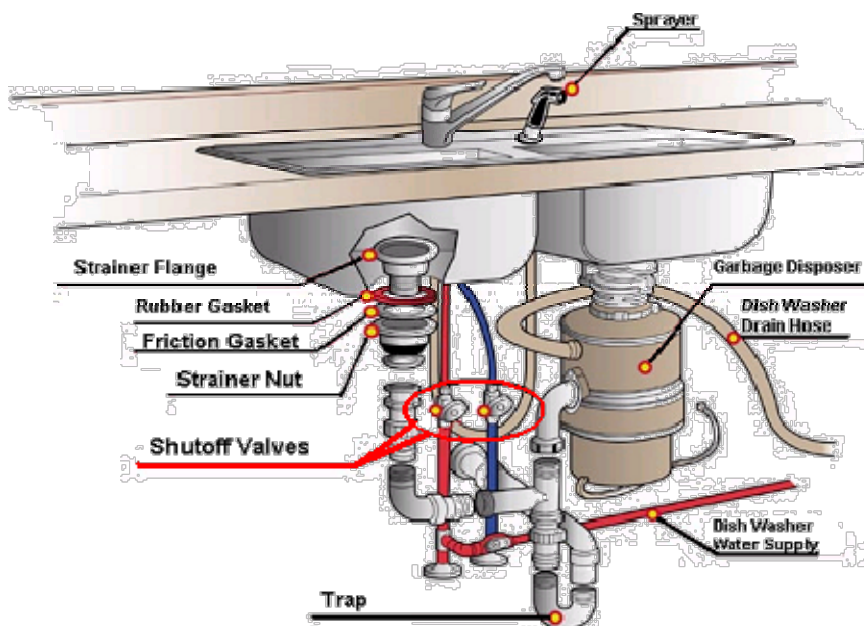


C. Water Valves: It is important to know where all the water valves are located in case of an emergency. When you first move into the property, locate all water valves inside and outside the property. If there is a water leak, you will know exactly where to go in order to shut off the water supply. Turn the valve to the right to turn off and turn to the left to turn on.

Water Heater - the shut off/on switches are located on the top of the water heater.



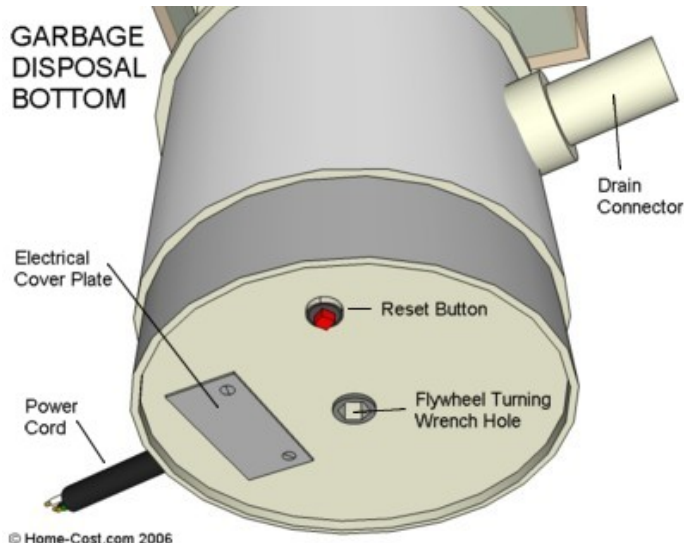
D. Sink



E. Garbage Disposal

1. Motor won't turn on.

Check circuit breaker, make sure disposal is plugged into the wall. Try to push the reset button (red) located under the disposal.



2. Motor Hums.

Flywheel is jammed, turned off the unit first then remove the object in the disposal, you may also need to use the garbage disposal wrench found in your brown folder, if you do not have the wrench simply take a broomstick and try to spin the blades to free the object.



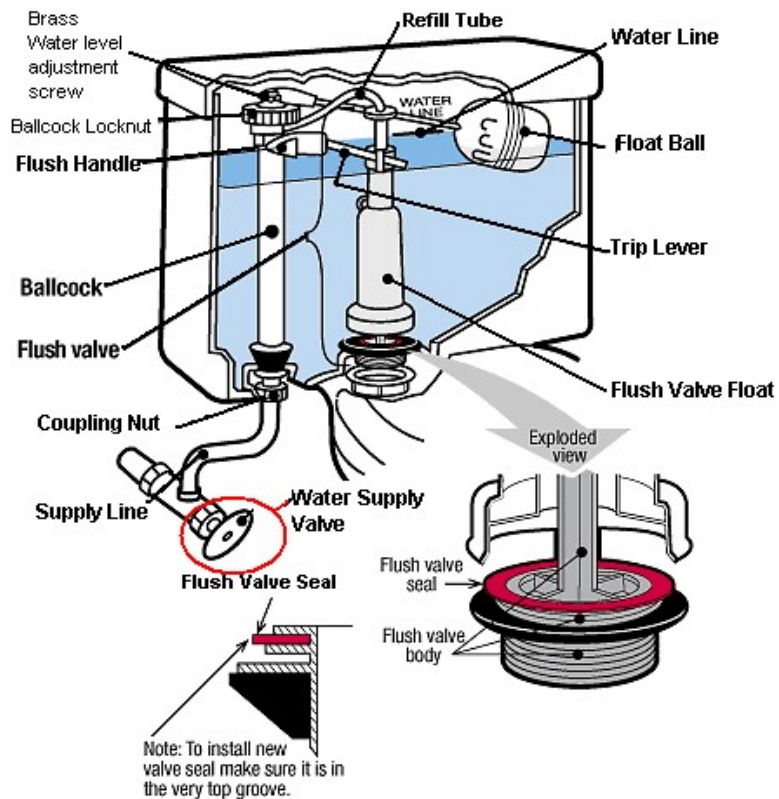
3. Disposal grinds slowly.

You may need to run more cold water when using the disposal.

4. Making Loud Noise.

There is an object in the unit: Turn off disposal and remove the object.

F. Toilet



G. Main Line

Located in the garage or on the sidewalk. Turn lever perpendicular to the pipe to turn off (pointed towards the roof), parallel to the pipe to turn on.

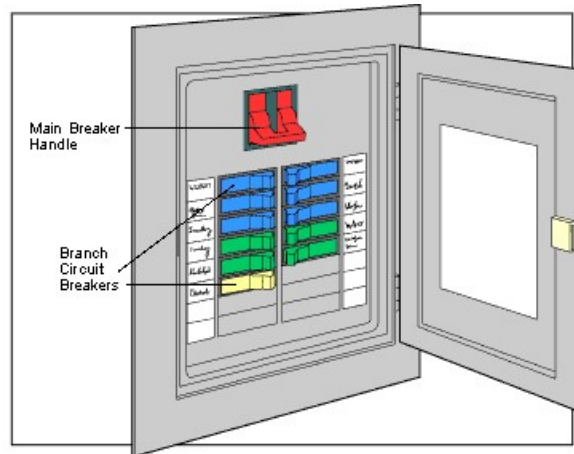


H. As the tenant you are not responsible for fixing water leaks but you are responsible for reporting any leak immediately. Leaking water or drain lines can cause damage to the home or personal belongings. If the water leak goes unreported, you will be responsible for any water damage that occurs to the home.

II. Electrical Problems

A. No Power/ Outlets or Light Switch

Check GFI breakers located in the kitchen, bathroom, garage or breaker box. To check push the test button then press reset button, or check the main breaker box, which is often found in the garage or on the outside of the house near the meter. To check turn the breaker to off, wait a minute, then turn back on. If you find only one off you may have an overload- too many appliances plugged into an outlet. Unplug all the appliances and reset the breaker.



III. Air Conditioning/ Heating

Not cooling/ heating

Change your filters at least once a month to ensure that dust or debris is not blocking the airflow.



IV. Appliances

A. Dryer: Too long to dry

- a) Clean the lint filter after each load



b) Dryer may be overloaded, dry a smaller load.

c) The clothes are too wet.

B. Dishwasher

Film on glass/ dishes

a) Use *Glass Magic* or *Jet Dry Rinse*. Fill your rinse agent dispenser with *Jet Dry* or *Glass Magic* and the rinse agent will be automatically released in the rinse cycle every time you use the dishwasher.

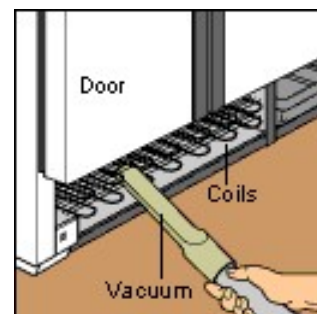
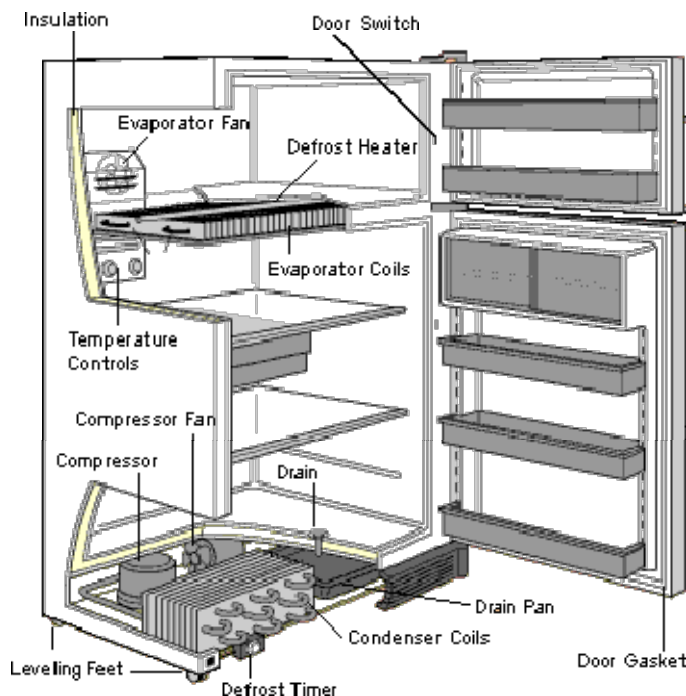


b) *Jet Dry Dishwasher Cleaner* works by safely and effectively breaking down and removing mineral build-up from the interior of your machine, including hard-to-reach parts like the heating element and sprayer arms. Remove Sticker from top of bottle without removing the cap. Make sure your dishwasher is empty. Place the bottle upside down inside the silverware basket or in a secure position and run the dishwasher. For best results, use once a month.



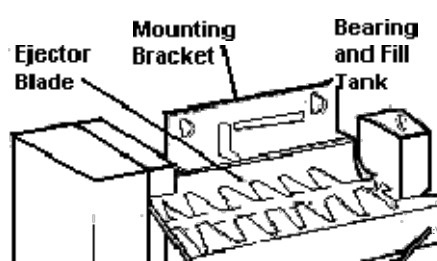
C. Refrigerator

1. The refrigerator coils should be vacuumed annually. The coils can be found either at the back or underneath the fridge.



3.

2. If the icemaker becomes stuck, remove any clumps of ice and be sure that the feeler arm moves freely and is in the "on" position (generally down in the "on" position and "off" is horizontal).



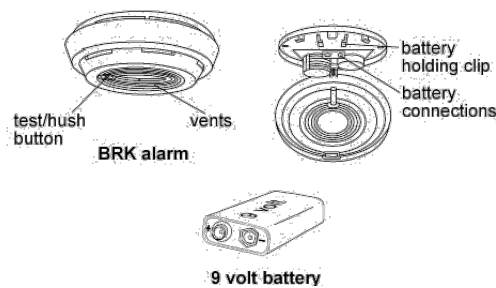
V. Smoke Detectors

A. Preventative maintenance is key for your safety.

1. Often times your smoke detector will beep periodically to indicate it's time to change the battery, however you can manually check it to be on the safe side

All you need to do is reach up and push the "test" button on your unit, if it beeps then your battery is working safely. If you do not hear a beep you should change your battery immediately to ensure that your unit is operational.

2. It is also a good idea to remove the cover and vacuum out the dust, debris or bugs that can get into your unit and could cause it to become defective.
3. It is ideal to check your battery and vacuum your smoke detector once a month.



VI. Roach and Ant Control

It is the tenant's responsibility to maintain proper roach and ant control within the property. It is important that you do not leave food or unwashed dishes on the counters or in the sinks. We have found the most effective products in roach control are the "Combat Super Bait" and for ant control "Grant's Ant Control System" which can be found at hardware stores or grocery stores.

