

# TIPS FROM OUR MAINTENANCE TEAM



Here are some tips on how to handle or avoid some of the most common issues that our Maintenance Team sees in the units. Please do not hesitate to submit a work order and call the office if you need assistance.

## MY GARBAGE DISPOSAL DOESN'T WORK

- On the bottom of the disposal is a square red reset button, push it. It should reset.
- If this does not work there may be a jam, this is when you would enter a maintenance request online via your resident portal.
- Do Not put potatoes, celery, rice, pasta, or any stringy vegetables down the disposal.
- Do Not allow material other than food into your

## I HAVE NO POWER IN CERTAIN OUTLETS OR ANY OTHER ISSUES WITH A LACK OF ELECTRICITY

- Some outlets are operated by the light switch for that room. Make sure the switch is in the “On” position.
- Check your breaker panel, all breakers are labeled on the door, a tripped breaker is not always apparent.
- Look for a breaker that is not totally in the on position. Turn it completely off then back on.
- If this does not work, or you continue to have issues with the same area please contact the office for a maintenance request.

## MY SMOKE ALARM IS BEEPING RANDOMLY

If your smoke detector is randomly beeping, PLEASE call the office immediately so that we may change the battery and check the unit for proper operation.

## MY FRONT DOOR LOCK FLASHES RED AND THEN GREEN AND IT TAKES A LITTLE LONGER TO UNLOCK

Most likely your battery needs to be replaced in the lock. Enter a work order online through your resident portal account.

## MY DRYER ISN'T DRYING, OR IT IS TAKING TOO LONG TO DRY

- There may be too much loaded into the dryer.
- Check to make sure you have cleaned your lint trap.
- Make sure the dryer is set to the correct setting.

## MY FAUCET IS DRIPPING

Please enter a maintenance request online via your resident portal to repair dripping faucets so that the drip does not get worse and cause additional issues. If there is any type of water leak in your unit, please let us know immediately.

## MY DISHWASHER HAS SUDS AND IS LEAKING ALL OVER

- This happens when the wrong detergent, like liquid dishwashing soap, has been put into the machine.
- Please be sure you are using ONLY dishwasher soap in your dishwasher.
- You must clean out all suds rinsing machine manually with cold water to help dissipate the suds.

## TO GET THE MOST OUT OF YOUR HEATER/AIR CONDITIONER IT IS RECOMMENDED THAT YOU SET YOUR UNIT AT A DESIRED TEMPERATURE AND LEAVE IT ALONE

- Setting the unit cold in the winter, hot in the summer, or even off when you are away and then changing it again once you get home only causes it to work harder and run longer to reach the temperature you are changing it to. Doing this also causes higher utility bills.
- Never turn your heater completely off during the winter months, even if you are gone. This can cause pipes to freeze and burst and result in possible flooding if not caught in time.
- If you notice that your heat or A/C is not heating or cooling properly check the following things
- Make sure your vents and doors are open to circulate the air.
- Make sure nothing is blocking the air intake vent in the common area or hallway.
- Maintenance staff does replace filters every few months, if you feel your filter needs changed sooner please go online to your resident portal and enter a work order.

## MY TOILET DOES NOT HAVE ANY WATER OR WON'T FLUSH

- Most likely pressure has built up in your water supply line. Simply pull or push to turn the water back on.
- This sometimes happens with the bathroom sink as well. The remedy is the same as the toilet, open the cabinet doors and turn the water supply back on.