

TENANT INFORMATION AND TROUBLESHOOTING

The following information has been gathered to help you with general maintenance that is your responsibility as a Prairie Island Properties tenant. Also, since it is company policy for tenants to replace light bulbs and replace dead batteries, we will supply you with information that will assist you in the purchase of the correct products and helpful tips for ease of installation.

AC FILTERS

AC Filters should be pulled from the wall unit, washed with a warm soap and water mixture and allowed to completely dry before reinstalling. This should be done at least once a month during usage. This will help with the cooling performance.

APPLIANCES

- **Dishwasher** - For best performance use a quality detergent, and rinse aid, along with a bottle of dishwasher cleaner every 6 months.
- **Washer/Dryer** – No Large Items (Examples: Blankets, Bedspreads, Comforters, or Rugs).
- Clean dryer lint trap after every use.

BATTERIES

Be prepared; have back up batteries for the items that require them.

- Smoke alarms will require either a 9-Volt Rectangular Battery, or 2 “AA” Batteries.
- Rectangular shaped digital thermostat requires 2 “AAA” Batteries.

BLINDS

During cold winter month's condensation **will** appear on the window glass. Things that can help

HUMIDITY

- Prevent (**not eliminate**) this are:
- Keep bedroom doors open and ceiling fans moving on low to help air circulation.
- Keep bathroom door closed during and after shower/bath with bath fan running during and for 20 minutes after use.
- Open blinds during the day to allow interior heat sun to help with the moisture.
- Run range hood while cooking.
- Using a towel to wipe off the moisture that will appear on the glass will help prevent the drywall around the window from staying wet.
- Prevent placing large items of furniture in front of the windows. This prevents good air movement.
- Make sure windows are completely tight and locked during winter months.

LIGHT BULBS If you are physically unable to change bulbs we are willing to install the bulbs that you purchase.

- Kitchen Ceiling Light Replacement Bulbs – Light Requires 2 – (T8) 48” Fluorescent Bulbs.
- Bathroom Vanity Light – Requires 4 (G40) Clear or White Globe bulbs that are 40 watts each.
- Bathroom Hanging Vanity Light – Requires 3 - 60 watt light bulbs.
- Over the Kitchen Sink Lights – Requires 1 – (T5) 21” Fluorescent Bulb.
- Ceiling Fan Light Bulbs – Vary
- Under Cabinet Replacement Bulb – 13 Watt/T5/21”

HEAT ISSUES

Round thermostats are preset to go no lower than 55 degrees and no higher than 75. If you force the thermostat beyond one of these settings you will break the stops, which breaks the thermostat.

KEYS

To prevent being locked out of your apartment we suggest you have a copy of your apartment key stored or held by a friend.

THERMOSTATS

Rectangular Digital Thermostats are run by battery and generally signal when the battery is low and in need of replacement. On the upper right corner of the thermostat there is a defined spot that shows where you push down. By pushing on this spot, the cover will open up displaying where the battery needs to be replaced. Replace battery and set back into place. Make sure battery "poles" are in the correct position.

SMOKE ALARM

Chirping from a smoke alarm is a signal that the battery needs to be replaced. We have 2 styles covers of smoke alarms in our units. Battery replacement for each style are as follows:

Style #1 - Grab the smoke alarm cover and turn it to the left. This should allow your cover to come loose. Detach the old battery from the wire harness and install the new battery. Line up the grooves in the plate on the wall, insert cover and turn it to the right catching the plate and holding the cover in place.

Style #2 – Smoke alarm face plate has a push button hatch, press this plate it will drop open. Replace battery, making sure that the "poles" are in the correct position. Press hatch back into place.

HELPFUL HINTS

- Purchase a plastic drain screen that will help catch hair, this will help with preventing clogs.
- Purchase a toilet plunger. Use only toilet paper, no feminine products, cotton swabs, etc. are to be flushed down the toilet.
- GFCI outlets are located in the bathroom & kitchen. If you are having trouble with not having power to an outlet in these areas, try resetting the GFCI button on the outlet before calling maintenance.