

Tenant Maintenance Check List

(Steps to prior to submitting a maintenance request)

Air Conditioning:

- Check the thermostat to see that the controls are set properly. Heat/cool/etc.
- Check the batteries on the thermostat; they may need to be replaced.
- Check all fuses and circuit breakers.
- Check to see if the furnace power switch is turned on.

Furnace:

- All tenants are responsible for cleaning or replacing the furnace filter every 6 months. Problems caused by failure to clean/replace filter will be the tenant's responsibility.
- Check to see if the furnace power switch is turned on.
- Check the thermostat to see that the controls are set properly. Heat/cool/etc.
- Check the batteries on the thermostat; they may need to be replaced.

Power:

- If the power goes out in your unit or house, first check to see if the whole area is without power. If it is out in the area, report outage to Consumer's Energy. (1-800-477-5050)
- It could be your GFI outlet if the lights are out in the bathroom or kitchen. You will need to reset ALL your GFI outlets.
- If the power is only out in your house/unit check the circuit breaker panel. One or more circuits may be tripped and you may see the switches in the off position. If no switch is off, turn each switch off then on to reset the circuits. If this doesn't solve the problem, report a maintenance request.

Appliances:

- Make sure the appliance is plugged in.
- Freezer / Refrigerator: Make sure the temperature is set correctly and not accidentally bumped.
- Washer/Dryer: Check different cycle and/or setting. Make sure the dryer vent is free and clear of lint, including checking on the outside of the rental. If the vent is plugged, items in dryer will not dry.

Drains:

- AVOID letting food and hair get down the drains. Clogged drains caused by hair and grease are the tenant's responsibility. Some dishwashers will clog from food left on the dishes when put in the machine. Run the disposal before running your dishwasher.
- An excellent drain cleaning/clearing solution recipe is 1 cup salt, 1 cup baking soda, 1 cup vinegar, followed by 8 cups of boiling water. We recommend performing this treatment monthly to avoid build-up.
- Hardware stores carry "hair catchers" to place in sink and tub drains that significantly help keep drains free from hair.

Garbage Disposals:

- ALWAYS run water while the disposal is operating to avoid damage to the unit. Let the water run long enough to grind all the material in the disposal. Then let the water run for 10-15 seconds after turning off the disposal. Learn to recognize the sound of the machine makes when completely free of garbage.
- Disposals are designed to grind up organic items only. Exceptions include: banana peels, artichoke leaves, celery stalks, flower stems, coffee grounds, potato peelings, bones, or any item that is particularly tough. NEVER put paper, plastic, glass, aluminum foil or grease in the disposal.
- If the unit becomes inoperable, ALWAYS be sure to check the reset button first (located on disposal under sink). If that does not work make sure to remove all debris. Problems caused by users are the tenant's responsibility.

Plumbing Fixtures:

- Tenants must be prepared to plunge the toilet to clear clogs and avoid damage from over-flows. Tenants are responsible for stoppage.

Water Damage:

- Tenants must take care to avoid water damage caused by allowing water to sit on counters and floors.
- Care must be taken to ensure that shower curtains are inside the tub. Water on tile floors can seep through the grout and cause dry rot on the underlayment and discolor the vinyl. Water can also seep around the edges of linoleum and damage the flooring below. We recommend putting a mat, towel, or rug on the floor to step on when exiting the tub or shower. Please be aware that the rubber backed mats can discolor vinyl floors, and the tenant could be charged to replace the floor at move out.

Sliding Glass Doors, Screen Doors:

- It is imperative that dirt and debris regularly be cleaned out of sliding door tracks. Opening and closing doors over debris that frequently accumulates in the tracks can damage the wheels on sliding doors, especially the heavy glass sliders. Please make it part of your cleaning routine.
- Please do not use oil or WD40 to lubricate slider doors or screens. They only attract dirt and gum up the wheel mechanisms.

House Plants:

- Be sure plant saucers are kept under all potted plants. Water runoff will stain or damage most surfaces, and tenant will be responsible for all damage costs.

Kitchen Counters:

- To avoid costly damage from nicks and cuts in counter tops, please use a cutting board at all times.

Smoke Detectors:

- Tenants are responsible for changing batteries in smoke detectors. We recommend changing the batteries at the beginning and end of daylight savings time. Note that AC/DC powered detectors will usually require 9 volt batteries and each detector will need to be tested to stop beeping.