

UNIT MAINTENANCE

Because each unit has pipes and plumbing connected to other units in the building, it is imperative that certain maintenance procedures are followed by everyone. Please use this information as a starting point for your regular unit maintenance. Answers to your questions can be provided by your property manager.

***Kitchen sinks.** Each unit will receive a supply of BioOne solution that should be used once a month as a preventative measure. Flushing your sink lines with hot soapy Dawn water is also helpful in keeping lines flowing. Do not use Drano if you have a clog...call a plumber.

***Dryer vents and booster fans.** These are located in the ceiling of the utility room. The vent must be cleared of lint regularly to prevent mildew. If you do not hear a fan running for a couple of minutes after your dryer is off, your booster fan needs to be repaired.

***HVAC drain lines.** Please inspect regularly and pour bleach or vinegar in the line once a month to prevent mold, especially in the summer.

***Water supply.** TURN OFF your main water valve if you are away from the unit more than 48 hours. Leave a faucet open to relieve pressure when you turn it back on. Turn off the breaker to the hot water heater. Consider installing a Leaksmart or other leak detection system. Do not leave dishwashers or washing machines running when you are away. Consider replacing rubber washing machine hoses with metal ones.

***Smoke detectors and fire sprinklers.** Unit smoke detectors are connected by special wiring to a common building alarm, and a homeowner will incur all costs associated with tampering with any fire detection wire. Sprinklers are inspected annually by the Property Manager; any issues should be reported to the property manager immediately.

***Trash and recycling.** Trash chutes are located on each floor. ONLY SEALED 13-gallon bags may be put down the chute, and no glass, wire hangers, or any item that may burst going down is allowed in the chutes. Please use the outdoor Trash Pavilion containers for these items, and for all recyclable materials. Bins are marked for appropriate sorting. Cardboard boxes must be flattened and placed in the appropriate bin or in the Trash Pavilion.

***Toilets.** Unit toilets can accommodate ONLY human waste and toilet paper. Everything else, including "flushable" wipes, cat litter, pet waste, hair, etc. may not be flushed in unit toilets or washed down unit drains.

***Garbage Disposal.** Please follow the special instructions for garbage disposal that are provided to each unit and NEVER put grease in the disposal.

Please note that Property Manager and onsite maintenance personnel are allowed to provide access for individual units for community-wide projects, not for individual deliveries, service calls, etc. However, a key to each unit should be stored with the Property Manager for use only in the event of an emergency. Thank you!