

OWNER PREVENTATIVE MAINTENANCE

Take care of household appliances (stove, refrigerator, washer, dryer), and major heating, electrical and plumbing systems, so they continue to provide you with quality services. Preventative maintenance saves big bucks!

1. Heating and Cooling System:

- Clean or change air filters at least every three months.
- Clean dirt and dust from around furnaces and condensing units.
- Arrange for regular servicing by qualified professionals at least two times per year.

2. Washing machines – switch to the flexible hoses

3. Dryers – clean filters & dryer vents. Make sure the dryer duct work is not crimped, that air can flow freely, and the vent is cleared of lint!

4. Toilets – wobbly – replace seal. Running water...leaky? Best bet...call a plumber!

5. Disposal - Run cold water while the disposal is on. Keep disposer and water running for 30 to 60 seconds AFTER the waste matter has cleared *your* drain. The waste still has a distance to go. Cold water keeps the motor, bearings and shredder assembly from overheating. It also lets the waste go down easier because the water is pushing it down. Do not use hot water, because it can melt fat and allow it to re-solidify as a blockage further down in the drain.

6. Leaky faucets – Fix right away...best bet...call a plumber!

7. Put the shower curtain in the tub!

8. Doors and Windows:

- Doors, windows and trim for decay or rot.
- Window glass for loose putty.
- Windows and doors for broken glass and damaged screens.
- Weather stripping for damage and tightness of fit.
- Caulk at doors, windows & all other openings & joints.
- Clean window and door screens.
- Lubricate window hardware.

9. Smoke Detectors:

Check and replace batteries. Always replace batteries when you set your clocks back in the fall