

SUGGESTIONS FOR OWNER PREVENTATIVE MAINTENANCE

HVAC

- Change filter every three months
- Clean dirt/dust around furnace/condensing units
- Clear drain lines every 3-6 months. Use algae tablet to prevent buildup
- Clean exterior/interior coils
- Arrange for professional service twice a year
- Check Coastal Area life span for your unit

WASHING MACHINES

- Use only flexible hoses
- Lube moving parts especially transmission
- Check all hoses and supply lines frequently
- Empty line trap twice a year

DRYERS

- Clean filters and dryer vents
- Un - crimp dryer duct work

TOILETS

- Replace seals if loose and wobbly
- Call a plumber for any leaking/running water issues
- Check all hoses and supply lines frequently

DISPOSALS

- Run cold water when disposal is on (30-60 seconds after matter is cleared)
- Don't use hot water as it can melt fat which will re-solidify and block drain

LEAKY FAUCETS

- Check all hoses and supply lines. Call a plumber immediately when you discover leaks

SHOWERS

- Check for secure fixtures
- Caulk tiles as needed

DOORS AND WINDOWS

- Check trim for decay/rot. Check glass for loose putty
- Inspect for broken glass and damaged screens
- Check weather stripping for damage and tightness
- Caulk joints and areas as needed

HOT WATER HEATERS

- Make sure there is a pan underneath
- Check drain lines
- In coastal areas, life span is usually 10 years
- Check with Palmetto Electric for energy saving water heaters

SMOKE DETECTORS

- Replace batteries when you set your clocks ahead and back twice a year