

<u>Maintenance/Repair items</u>	<u>Video link</u>	<u>Helpful information</u>
Changing your own light bulbs	https://www.youtube.com/watch?v=4lb0NhdSJvI	Utilize good quality LED bulbs when changing bulbs and pay attention to the color temperature and the wattage that they are replacing
Checking and resetting circuit breakers	https://www.youtube.com/watch?v=Lb2UhcK7n8	
Checking and resetting GFCI breakers	https://www.youtube.com/watch?v=OUR0GBrDmSg	
Changing furnace filters	https://www.youtube.com/watch?v=-Y06YJpVZbw	This should be done every 3 months
Cleaning the bathroom exhaust fan	https://www.youtube.com/watch?v=9G_z_6OF3hU	This should be done every 3 months or as needed
Cleaning the stove fan filter	https://www.youtube.com/watch?v=goqtMqqjIQU	This should be done every 6 months
Inspect and clean window AC filters	https://www.youtube.com/watch?v=Srsur2BpNpA	This needs to be done monthly while running your AC and especially in the spring before you have started using the AC
Replace batteries in smoke/CO detectors	https://www.youtube.com/watch?v=Q12uJUJ8Rq4	Detector will beep when they are needed, to keep a schedule, please replace during the daylight savings time each year so that way you always remember when it needs to be done
Cleaning faucet screens	https://www.youtube.com/watch?v=U_d0MnGzIBA	Faucet screens are the biggest problem for low water pressure at the faucet. Removing the end cap and cleaning the screen is an easy task that will help with slow water. Please watch the video and replace the screen just as it was removed. You can also just purchase new screen and end for faucets at home improvement stores.
Clothes dryer lint traps	https://www.youtube.com/watch?v=gxx4mDt_zcw	Clean dryer lint trap for every load, this will not only affect the dryers ability to dry clothes, but is also a fire hazard when not cleaned
Sink drain leaks	https://www.youtube.com/watch?v=Q5le2ZFCQjM	Over time a drain line connection may loosen up, tightening a connection under the sink near the trap is an easy fix that will stop most leaks that occur under the sink.
Unclogging a toilet	https://www.youtube.com/watch?v=JHZAb0_Qepg	Please purchase a good plunger upon moving into a new home, and replace every 5 years or as needed.
Unclogging a bathroom sink/tub drain	https://www.youtube.com/watch?v=TuXvZM--HRc	Hair clogs are the biggest cause of slow drains in the bathroom, a hair clog barbed snake or needle nose pliers will assist in removing the hair easily. You can also utilize a drain cleaner that is specifically made for hair clogs and use it per the instructions indicate.

Stove element removal and installation for cleaning	https://www.youtube.com/watch?v=WO_EdpEaVv8	Please remove these as needed or every 3 months to clean drip pans and under the stove top. If you accidentally break one, new ones can be purchased at home improvement big box stores
Thermostat battery replacement	https://www.youtube.com/watch?v=O1AC3zfs7sQ	Please learn your thermostat upon moving in to a new home, if it is digital, there will be batteries and they will need to be replaced at some point. Each thermostat is different and batteries last different lengths of time. Please replace as needed
Limescale build up on faucets/shower heads - Vinegar, baggie, rubber band	https://www.youtube.com/watch?v=C64Uah3iF18	Utilizing vinegar, a baggie and a rubber band to eliminate limescale is an easy task and can be done overnight so as not to interrupt your daily needs of faucets and shower heads.
Washing machine cleaning/deoderizing		https://www.bobvila.com/articles/best-washing-machine-cleaner/
Inspecting grout areas around tubs and toilets		Inspect grout areas around the base of the toilet and bathtub along the floor and the edges. If there is any grout that is severley cracked or missing, please submit a maintenance service request
Sticky door latch/squeeky hinges		Over time a door latch may become sticky and hinges become squeeky. Please use a PTFE based lubricant on these items and not an oil based lubricant. Oil based will attract dirt and make the issue worse over time.
Tightening/re-installing cabinet knobs and drawer pull handles		When a drawer or cabinet handle become loose, it is important to locate the screw on the back side and use a screwdriver to tighten it up as soon as it is noticed. If left loose, there is potential of damage to the drawer or cabinet face, or losing the handle/screw.
Water shut off in case of a leak		In the case of a water leak, please locate the water shut off for the area leaking ie. Under the sink, behind the toilet, or main line leaks there should be a main water shut off valve in the utility room.
Refrigerator controls/ covering freezer openings		An over under refrigerator depends on the freezer to cool the fridge. Do not fill the back side of the freezer where the vents are as that could cause blockage and the fridge not getting cold air. Also make sure to try to keep the fridge set at the recommended settings, the fridge setting should not need to be at the coldest setting

Running toilet - chain inspection		If the toilet is constantly running, it could be the chain in the tank has become hung up. Please remove the top of the tank and locate the chain and verify that it is not hung up on the lever or any other parts in the tank. If everything is in place and the toilet continues to run, put in a service ticket as soon as you can and shut the water off behind the toilet when it is not needed until a technician arrives to repair the toilet.
Clean/lube window tracks with PTFE not oil based lubricants		Over the winter months windows that are not operated will get build up in the tracks. When cleaning them, use a mild detergent for cleaning and you can lube them, but always use PTFE lubricant as oil based lubricants like WD-40 will attract dirt/dust.
Gutter downspouts- make certain the extended drain pipe is hooked up		If you have gutters on the home you are renting, please make sure the extended downspouts that bring the water out into the yard are hooked up at all times. If you do not have an extended spouts and water is draining right next to the home, place a service ticket as soon as you are aware of this so that we can get the proper equipment. Downspouts that do not flow away from the home can cause damage to the foundation of the home.