

# Property Services of Grand Junction, Inc.

## Routine Maintenance Check List

Before calling in any maintenance requests, please read the below trouble shooting check list. Completing these steps prior to making a maintenance request(s) will accommodate you more quickly and could possibly save you MONEY. Tenant(s) can and will be charged for a service call if the service person sent to your residence determines that the tenant failed to perform routine maintenance outlined below. If you make an effort to perform the below recommendations and / or have other problems, please call the office to inquire for additional assistance. **(If you call in a maintenance request, be specific on details of problem(s)).**

1. **SMOKE DETECTOR and CARBON MONOXIDE DETECTOR WON'T WORK WHEN TESTED:** Test with approved smoke detector spray, replace battery.
2. **SMOKE DETECTOR AND CO DETECTOR BEEPS:** Replace battery, check for proper wire terminal connection.
3. **NO POWER TO PLUGS OR SWITCHES:** Check and reset breaker panel or replace fuses. Check and reset all GFI outlets (located in kitchen, bathrooms, utility room, and garages). Check if plug works off a wall switch.
4. **GARBAGE DISPOSAL WON'T WORK:** When on, do you hear a buzzing sound? If you do hear a buzz, hit the reset button on the button on the bottom of the disposal and test. If this doesn't fix the problem, unplug disposal from outlet, try and locate an Allen wrench (should be located under the sink or in a cabinet drawer) insert Allen wrench into the bottom, center shaft of the disposal and turn in counter clockwise. This should un-jam the disposal. Remove the obstruction, plug the disposal back in, turn on, and test. Repeat until the object is removed. **(DON'T PUT HAND IN DISPOSAL WHILE IT IS PLUGGED IN). (ONLY PUT COOKED FOODS DOWN DISPOSAL, NO BONES, METAL, ETC.)**
5. **NO WATER:** Did you pay your bill? Check with your utility company to see if there has been a water break or repair in your area.
6. **NO HOT WATER:** Check thermostat on tank for proper temperature setting, make sure thermostat is not set to "vacation". Check breaker in breaker box, make sure it isn't tripped. Check to see if pilot light is lit.
7. **Hot water is too hot:** Check thermostat on tank and turn down.
8. **Plumbing or fixtures leak:** Turn off water fixture, turn off water at supply line, notify Landlord immediately.
9. **TOILET / SINKS WONT' DRAIN:** Plunge and test. Add drain-o into sink or toilet, plunge and test.
10. **NO HEAT: IS ELECTRICITY ON?** Check thermostat. Check pilot light to see that it is lit. Check vents to assure that they are open. Did you pay your utilities? **Change furnace filters and vacuum dust, lint from around furnace.** Changing furnace filters every 3 months in the winter and vacuum dust etc. from around and in furnace to ensure the highest efficiency possible. Doing so could reduce costs of heating.
11. **DISHWASHER WON'T DRAIN:** Clean food out of bottom of dishwasher.
12. **DISHWASHER GRINDS OR NO WATER COMING OUT:** Turn off, if no water appears on dishes inside dishwasher, pour two large glasses of water into bottom and re-start. If problem continues, call Landlord and discontinue use.
13. **REFRIGERATOR OR FREEZER TOO WARM OR TOO COLD:** Check thermostat in refrigerator inside unit. Adjust accordingly. Vacuum coils underneath and back of refrigerator and freezer.
14. **WATER DRIPS FROM FREEZER TO REFRIGERATOR:** Remove all food and store in cooler. Turn off refrigerator, defrost as needed. Test refrigerator, replace food.

15. **FOOD NOT FREEZING IN FREEZER:** Remove food, turn off, and defrost as needed (2-3 HOURS). Turn back on, replace food. Allow adequate time for food to refreeze, if it doesn't work, call Landlord immediately.
16. **STOVE TOP BURNERS NOT WORKING.** Make sure burners are plugged into connector blocks.
17. **SWAMP COOLER OR AIR CONDITIONING PROBLEMS. SWAMP COOLERS-** Set control to PUMP ONLY for 10 minutes, then to either HIGH or LOW COOL. Make sure you have windows open in the rooms you want to cool. **DO NOT RUN UNIT ON HIGH OR LOW COOL IN BEFORE OR AFTER IT HAS BEEN WINTERIZED.** OK to run on HIGH or LOW VENT (if there is NOT a cover on it). **AIR CONDITIONING-**Make sure breakers are turned ON. Make sure there is no debris (cotton or leaves from trees on condenser unit outside, if so, hose off with water or an air compressor, **MAKE SURE UNIT IS TURNED OFF.** Call office if you need further assistance. **THE MAXIMUM AMOUNT AN EVAPORATIVE COOLER IS GOING TO COOL IS 15 DEGREES.**
18. **NO ELECTRICITY:** Temporary outages occur frequently, check with neighbors to see if they are having problems (**Check with power company to make sure there aren't any local power outages.**) Check all breakers, flip them hard to the OFF position and back to the ON position. Check all GFI in bathrooms, kitchens, laundry room, utility room and garage.
19. **DEAD SPOTS IN YARD.** Check to see that sprinklers are watering and covering appropriately. Remove sprinkler heads, wash to clear out any debris. Clean filter on pump. Check breaker and / or GFI.
20. **LOCKED OUT.** Monday – Friday between office hours 8:30 AM – 4:30 PM, please come and check a key out from our office. **AFTER NORMAL BUSINESS HOURS AND WEEKENDS, CALL SIMMONS LOCK AND KEY (242-5562) AT YOUR OWN EXPENSE.**
21. **EMERGENCY'S:** An emergency is anything that can't wait until the next day. No heat in the middle of winter. No cooling in the middle of summer. Excessive water leaking, flooding etc. Other incidents causing health or safety issues. **CALL 911 FOR FIRES, THEFT OR ANY OTHER MAJOR LIFE THREATENING SITUATIONS.**