

THINGS TO CHECK BEFORE CALLING MAINTENANCE

Smoke detector won't work when tested	Monthly check and replace battery. Notify maintenance at once if still not working
Smoke detector beeps softly on and off	Check and replace battery.
No power to plugs or switches	Check breaker panel or fuse box. Check and reset.
Garbage disposal won't work	Push reset button on disposal or use allen wrench and turn.
No hot water	Check thermostat on hot water tank. Is pilot light lit? Check breaker panel or fuses valve closed.
Hot water "TOO HOT"	Check thermostat on tank and turn down.
Faucet or toilet leaks	Turn off water fixture under sink, toilet at valve and notify maintenance.
Toilet plugged	Try plunger. If still plugged call maintenance.
Sink plugged	Remove hair from drain
Heater not working	Check thermostat. Check button or pilot lights. Furnace covers on correctly? Is pilot light lit? Breaker tripped?
Dishwasher won't drain	Clean food out of bottom of dishwasher. Clean float. Rinse dishes before washing. Use jet dry once a month. Jet dry prevents hard water build up.
Refrigerator too warm or too cold	Check thermostat, set correctly. Front and Back grills clean. Clean out drain hole.