

PREMIER PROPERTY MANAGEMENT, INC.

MAINTENANCE TIPS

***Try these simple DIY repairs before you call for maintenance*

<p>ISSUE: <i>Electrical outlets are not working</i></p> <p>Most common cause:</p> <p>*A GFCI outlet has likely tripped.</p> <p>There are a couple of reasons a GFCI outlet will trip:</p> <ol style="list-style-type: none">1. Overloaded circuit (too many electrical objects plugged into one circuit)2. Occasionally, GFCI outlets can fail <p>GFCI outlets are often found next to the water sources in your home. There are a few likely places you can find a GFCI outlet, including near your kitchen sink, in your bathroom(s), in your garage, or on your patio.</p> <p>A GFCI outlet is recognizable because it has two (2) buttons in the center, one to 'TEST' and one to 'RESET'.</p> <p>WHAT TO DO:</p> <p>Go to each GFCI outlet in your home and press the 'TEST' button which will cause the RESET button to pop out usually with an audible click, then press the RESET button on each GFCI outlet and the problem should be solved.</p> <p>*Sometimes very old houses will not have any GFCI outlets. Instead, they will have one or two circuit breakers that are GFI breakers. In this case you must push the circuit breaker lever all the way to the OFF position until you hear an audible CLICK, then back to the ON position until you hear another audible CLICK. That should solve the problem.</p>	<p>ISSUE: <i>Toilet Problems?</i></p> <ol style="list-style-type: none">1. Toilet is clogged or running. <p>WHAT TO DO:</p> <p>If your toilet is clogged, use a plunger to solve this problem. First turn off the water valve under the toilet tank to keep it from overflowing. With the drain hole covered completely with the rubber of the plunger, repeatedly push up and down vigorously without breaking the seal. Once you release the suction the clog should dislodge and water should drain as usual. - If your toilet is running, first try jiggling the handle. If that does not solve the issue, then lift the cover off the tank and check that the chain, valves, and tube are all properly connected. Make sure the chain is not tangled and that the flapper is in the correct position. These easy steps should solve these issues. If all else fails turn off the water to the toilet.</p>
<p>ISSUE: <i>No Heat?</i></p> <ol style="list-style-type: none">1. When is the last time you changed your filter? <p>A clogged filter will cause the furnace to starve for air and the limit switch to trip.</p> <p>WHAT TO DO:</p> <p>Remove the clogged filter - usually after a few minutes the limit switch will reset and the furnace will go back to working as normal. Install a new one to prevent the dust and dirt build up on the internal workings of the furnace which will cause it to fail.</p> <p>**It is also very important that you are also using the correct size filter in the furnace.</p>	<p>ISSUE: <i>Garbage disposal not working?</i></p> <p>Your garbage disposal is likely clogged.</p> <p>There are a couple of reasons why a disposal will stop working:</p> <ol style="list-style-type: none">1. It is not being used properly. Foods such as egg shells, coffee grounds, potatoes, and pasta are fibrous and expand when wet. These items should never get put down your disposal.2. It's possible a fuse has blown. <p>WHAT TO DO:</p> <p>Check the bottom or back of the disposal and press the reset button. Use a flashlight and look down inside the disposal through the sink drain and make sure there is not anything lodged in there jamming the blades. There is also a fitting for a 1/4" Allen wrench on the bottom center of the disposal. Use this to turn the blades back and forth until they turn freely. If it is still humming, that means it is jammed. If it is rattling, that means there is something small jammed inside. Make sure that your disposal is completely off, and try using a flashlight and needle nose pliers to pull out the offending object.</p>

***If you follow these simple steps and your issue is not resolved, please submit a maintenance request on the website. Thank you!*