



PREVENTIVE MAINTENANCE

1. Adhering to these suggestions will greatly reduce the number of Work Orders you submit.
2. Visit our website for DIY home repair videos on common issues – or call the office to troubleshoot an issue before submitting a Work Order.
3. If any repairs are determined to be caused by Tenant misuse, abuse, or neglect, Tenants can and will be charged for a portion, if not all of the repair bill, depending on the circumstances.
4. *IMPORTANT: Water leaks can cause severe damage over time if left untreated, so please address any signs of water leakage immediately. This includes sinks, toilets, tubs, water heaters, garbage disposal, air conditioners, roofs and windows from rain.*
5. **EMERGENCIES - dial 911**

Air Conditioner. Tenants are required to change all A/C filters every 30 days w/animals or 60 days with no animals.

Dishwasher. Never load dishes in the dishwasher without rinsing food off or you will eventually clog the drain/hose. If the dishwasher is not working, 1) check for a power switch on the wall near the dishwasher, 2) try the GFI reset button on an outlet in the kitchen, and 3) ensure that the dishwasher power plug is securely in the electrical outlet.

Doors and Window Frames. For older homes, as the weather changes in central Texas, the doors and windows may swell with the moisture and then dry out as the dampness subsides. Please keep this in mind before submitting a Work Order. NOTE: Under NO circumstances should you cover your windows with foil. If you need to keep the sun out, please use sun-blocking blinds, shades and/or lined curtains.

Drains. It is the Tenant's responsibility to keep all tubs and sinks draining properly. During the colder months, the pipes will be cold so you will need to run plenty of hot water as soap can stick to cold pipes causing hair build-up and eventual blockage. An inexpensive and environmental way to keep your restroom drains clean of oil and hair build up is to use baking soda and vinegar: <https://crunchybetty.com/clean-your-drains-baking-soda-vinegar>

Dryer. Please clean out the dryer lint trap after every use. Failure to properly clean the dryer lint trap not only prevents the dryer from being able to exhaust hot air from the dryer causing the dryer to overheat (leading cause of home laundry dryer fires) but it also, over time, causes the ductwork to become clogged with lint and, in turn, can create mold and mildew.

Electrical Breakers, Gas and Water Valves. Upon moving in, the office will point out all water and gas cut off valves, and the breaker box. You must know the locations in case of emergency.

Electrical Outlets. If you have outlets or light switches that are not working, try the GFI reset button located on an outlet found normally in the kitchen, bathroom and laundry room.

Faucets. If a sink faucet has restricted water flow, please remove the aerator and clean out the screen (might require the use of pliers.) Then replace the aerator – hand-tighten only. If this does not resolve the problem, please submit a Work Order.

Frozen Pipes. During freezing temperatures, please take all precautions to prevent burst water pipes due to frozen water. You can do this by insulating outdoor spigots and exposed pipes, dripping your faucets on exterior walls, leaving the interior temperature set to 68 degrees if you are away, and leaving the cabinet doors under the sinks open if you plan to be away from home. Please watch for all weather notices from the office.

Furnace / Water Heater / Stove. If the furnace, water heater or stove is not working, please check and make sure all pilot lights are lit and your gas is on. Tenants are charged for service calls to light the pilots.

Garage Door and Remotes. A garage door is often the heaviest and largest single piece of moving equipment around a home and sometimes requires maintenance. If you have an electric garage door opener, you must notify the office if your rollers/springs/hinges start squeaking or catching. If your garage door will not open or close, check the sensors on either side of the garage door just above the floor to ensure there are no trash bags, bikes or other objects blocking the sensors or they weren't knocked out of alignment. If your remote doesn't work, it could have a weak or dead battery. Batteries Plus can test it. If you break or lose your garage door opener, there is a fee.

Garbage Disposal (not for grease and leftovers)

- **CLOGS:** Always run plenty of hot water in the sink when using the garbage disposal. During the colder months, grease and dish soap commonly stick to cold pipes causing build-up and eventual blockage so you should run hot water at least 10 seconds before, during, and 10 seconds after operation of the disposal.
- **DIY VIDEOS:** <https://www.montedavispm.com/maintenance>
- **MOTOR STOPS:** If the disposal stops working altogether, 1) try the reset button located at the very bottom or side of the garbage disposal, 2) check for a power switch on the wall near the sink, 3) try the GFI reset button located on an outlet in the kitchen, 4) ensure that the plug itself (usually under the sink near the disposal) is firmly in the electrical socket, and 5) use your disposal wrench. For a complete list of things never to put down your disposal, go to: <https://www.petetheplumber.com/what-not-to-put-in-garbage-disposal/>

Mold and Mildew. Mildew forms where it tends to stay damp. It is the Tenant's responsibility to prevent mildew and mold from accumulating on the windowsills, blinds, bathtub caulking, shower grout, and ceiling. See videos on proper bathroom cleaning, using exhaust fans, and bleach-free products so as to prevent bleach stains on carpeting and shower curtains.

Pest Control. As per Paragraph 17.A.(9) of your Lease, “Tenant, at Tenant’s expense, must pay any periodic, preventive, or additional extermination costs desired by Tenant, including treatment for bed bugs.” If you have squirrels, raccoons, rats or other rodents, please submit a Work Order.

Plumbing Stoppages. Do NOT flush anything but human waste and toilet paper down any toilet. If a toilet gets stopped up from human waste, all you need is a plunger. If anything other than human waste and toilet paper is used and it blocks the pipe and a plumber is required, Tenants will be charged for that service AND for any repairs due to water damaged ceilings, floors, carpeting, etc. **If a toilet is leaking at the bottom, please turn the water off behind the toilet until maintenance gets there.**

Smoke/Carbon Monoxide Detectors. It is the Tenant’s responsibility to keep all smoke detectors and carbon monoxide detectors in good working order. If any detector is not working and is battery operated, please change the 9-volt battery. If you have changed the battery and it is still not working, please submit a Work Order.

Trash. Please keep the property clean and sanitary by promptly disposing of all garbage and lawn refuse in appropriate receptacles. This will help control ants and other pests.

See also “Tenant vs Landlord Responsibilities” document in your Tenant Handbook, provided at move-in.