

MAINTENANCE CHECKLIST

All owners are responsible for:

- 1) Locating/Installing water cut off valve for their unit and for the maintenance of the valve.
- 2) When your unit is vacant for over 72 hours, you need to turn your water off to you unit, by the water cut off valve outside of your unit and turn your icemaker off. Also, do not forget to turn the breaker off to your hot water heater.
- 3) Do not leave washing machines, dishwashers, or dryers running when you are not at home.
- 4) Recommend water heaters be replaced, if they are over ten years old.
- 5) A/C – At least twice a year (once in the Spring and once in the Summer) have a professional A/C company come out and clean out the A/C condensation drain line to your unit, so it will not back up into your unit or neighboring units.
- 6) Replace A/C Heating Unit Filters every 6 weeks during Summer A/C Season and Winter Heating Season.
- 7) Check grout joints for failure in showers and around tub areas to eliminate interior water damage in walls and floors. Make repairs.
- 8) Need to have smoke alarms in your condo and change the batteries at least twice a year, when the time changes. Approximate life of smoke alarm is ten years – replace if over ten years.
- 9) Need a fire extinguisher in the kitchen of every condo, make sure it is not expired.
- 10) To minimize the danger of carbon monoxide and explosive gas, especially during the winter when the fireplace is in use, install a Carbon Monoxide/Explosive Gas Monitoring Detector.
- 11) To reduce the change of oven fires, make sure the oven is kept clean.
- 12) Dryer vents need to be cleaned out from the inside and outsides on an annual basis.
- 13) When leaving the condo for a period of time, ensure all windows are closed and locked. Also, lock your garage and storage shed. Do not leave house flammables in the garage or storage unit. To minimize moisture in the garage and storage areas, install moisture control...suggest a product – Damp Rid. If you are gone for an extended period, suggest multiple bags be hung.
- 14) Failure to abide by these procedures will constitute negligence in the event of a plumbing or fire disaster. The owner of the unit where the water or fire originated from will be responsible for damages resulting from any of the above. Water damage is the responsibility of the owner and should be covered under the owners HO6 insurance. If there happens to be an insurance claim under the associations insurance policy the owner is responsible for paying the deductible.