

# THINGS TO DO BEFORE CALLING MAINTENANCE

## ✓ **Kitchen sink stoppage**

If you have water coming up on both sides of the sink, put the plunger on the drain side of the sink and plug the garbage disposal side. Fill both sides with water, remove plug and turn on the garbage disposal while plunging the other side.

## ✓ **Disposal Inoperative**

Make sure that you have turned off the power to the garbage disposal. Reset the red button on the bottom of the disposal unit. Turn the power switch back on.

If disposal is still non-operable, turn power off, and try to free disposal by using the Allen wrench in the fitting at bottom of disposal unit to turn the blades. If you were able to turn the fitting, turn power back on. Another means of freeing a jammed disposal is to insert the handle of a broom or a similar type handle into the drain collar and try to rotate handle to turn the disposal blades.

## ✓ **Toilet overflowing**

First shut off the water at the shut off valve behind the toilet, then plunge or use toilet auger.

## ✓ **Toilet Clogged**

Use plunger or toilet auger.

## ✓ **Toilet running**

First check inside the tank and see if there is anything stuck under the flapper. If not change the flapper.

## ✓ **Bathtub or sink draining slow**

Try using long needle nose pliers or a metal hanger that has been straightened with a hook on the end of it. Either of these items will pull hair out of the drain. Hair is the most common cause of stoppages in drain lines.

## ✓ **Bathroom sink draining slow**

If you cannot extract any hair by using the above method try this. Get a damp sponge and put it in a ziplock plastic bag, hold it over the hole in the sink while plunging the drain. This will usually bring up whatever is stuck in the drain.

## ✓ **Water coming out of the faucet slow or not at all**

Check the aerator and clean it out or replace it if needed. Check the shut off under the sink to make sure they are on.

## ✓ **Water coming out of the faucet stems**

This is usually an o-ring that can be fixed by you or your maintenance person.

## ✓ **If you are not able to fix these problems then call the maintenance number at 877-247-2529 and report your maintenance request.**