

# LODGE MAINTENANCE TIPS

**Please make sure to report any maintenance problem to our office ASAP.**

**The sooner we are notified the sooner we can address your request.**

## HVAC: Air Conditioning & Heat

Any problems with the AC system should be reported immediately. In the event that the office is closed you should call our 24 hour emergency afterhours service. The quicker we know about a problem the quicker we can respond and repair. Please make sure that your HVAC system is NOT turned off and that the bathroom fan is used every time you shower. The HVAC systems remove excess moisture and are required to be used in order to properly maintain the apartment and prevent mold and mildew.

## PLUMBING:

**TOILET** - Do not flush any items that may cause damage or clog the toilet. In the event your toilet becomes clogged first use a plunger to try and fix the problem.

**LEAKS** - Any type of leak or water on the floor is considered priority as this can cause immediate damage and we should be notified right away. Turn off the water source, clean as needed, and call the office.

## APPLIANCES:

\*\*\* Appliances should be attended to when in use. NEVER use an appliance when you are not present. \*\*\*

**DISHWASHER** - Use the proper detergent made for dishwasher's only. Regular dish soaps such as Dawn or Palmolive, and even small amounts of residue from these soaps can cause damage to the appliance and or property.

**STOVE** - Prior to use make sure the stovetop and oven are clean. When cooking you should never leave anything unattended. It only takes a moment for a fire to start. Be familiar with use of the fire extinguisher.

**WASHER** - Always make sure you select the proper size load size for the items you are washing and do not overload the machine. Overloaded machines or machines that have load sizes that are not properly selected may result in possible flooding causing damage not only to personal belongings but the property as well.

**DRYER** - Make sure the "Vent/Lint Screen" is cleaned off after each and every use. The dryer should not be pushed back into the wall as this will cause the vent tube to be crushed and not allow for proper drying.

**MICROWAVE** - No metal should be placed in the microwave at any time. Food should be covered and placed on/in a microwave safe dish. Proper heat time and/or heating selection should be used to prevent possible damage.

**GARBAGE DISPOSAL** - The disposal should only be used with running water. No bones, hard foods, metal or glass should ever be put in as these are not made for a disposal and will cause damage. Running ice cubes with warm water once a week is a good practice to clean out the disposal from any foods that may be stuck inside.

## LOCKS:

**KEYCARDS** - Always keep your keycard in a safe and dry place. On high humidity or rainy days you may have to clean the keycard to remove any moisture. A wet key will not work. If you encounter any problems first clean off the key and reinsert. If you have continued problems with your key contact the office immediately to prevent the possibility becoming locked out.

**FRONT DOOR** - When the front door shuts it will lock automatically. Please pay special attention that you have your key with you so that you do not become locked out.

