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## Condo Maintenance Suggestions

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*CityPlace South Tower is approaching its 10<sup>th</sup> Anniversary, therefore, it is important to recognize that appliances, smoke alarms, and other items in your homes are aging and may require attention. The following condo maintenance suggestions have been accumulated from multiple sources for your review and reference.*

**A/C AND HVAC UNITS:** Make sure the vents throughout your home leading to your heating and cooling system (HVAC) are clean. Perform HVAC preventative maintenance once a year by cleaning the A/C coils and cold air return grills. Change your air filters frequently. They keep the air in your condo fresh and clean and they also help your heating and cooling system function properly. Dirty filters make it more difficult for your HVAC system to work efficiently, which in turn, raises the cost of your utility bills. Good filters will also limit the amount of dust, lint, airborne molds that go through your system, and back into the air you breathe. Some reusable electrostatic filters just need to be rinsed once a month, while others need to be replaced, but the cost for new filters is usually minimal. Filters are available for purchase in the Management Office. **DO NOT STORE ITEMS IN A/C CLOSET AND AVOID ANY OBSTRUCTIONS AROUND A/C FLOW SWITCH OR MAIN WATER ON/OFF VALVE.**

Opening the terrace door in conjunction with front door of a unit for an extended period of time is not allowed. This practice over-burdens the building's A/C electrical grid and compromises the building's HVAC equipment.

- **BATHROOMS:** Regular bathroom maintenance is an essential part of housekeeping. It will save you a considerable amount of money over the long run because you can avoid problems related to plumbing, leaks, mold, and mildew. Ensure that the grout around your bathtub and/or shower is intact and free of mold or mildew. The toilet and the bathtub must be securely caulked to the bathroom floor. Ensure that the toilet flush works properly and that there are no blockages. Maintenance can assist with replacing leaking toilet valves or flappers in order to reduce drips, etc. **Always keep a plunger in your bathroom! Know where the sink and toilet water shut off valves are located - which is under the sink and behind the toilet located in all bathrooms.**
- **BATHROOM AND KITCHEN DRAINS:** Keep your drains clean by pouring 1/2 cup of baking soda and 1/2 cup of white vinegar into your drains. Leave the solution in the drain for about 10 minutes, and then flush with hot water.
- **GARBAGE DISPOSALS:** The best way to avoid disposal repairs is by properly maintaining your disposal. Avoid using your disposal to dispose of some types of food including: starchy foods like potatoes and pasta or stringy foods like banana peels and celery. Also avoid foods that can damage and clog the disposal such as meat bones, fats, grease, coffee grounds and eggshells. Avoid odors by also treating your

disposal every month with a combination of baking soda and a half-cup of vinegar. Pour the mixture in the disposal with the unit turned off. After it's done foaming, rinse it down the drain with hot running water. Maintain your disposal and combat odors by regularly grinding up pieces of lemon or orange peel and ice cubes. The simplest way to avoid a clog is to make sure you flush the disposal with plenty of water when it is grinding up food waste and then for 30 seconds afterward. **Please be cautious of extensive garbage disposal use - especially during the holidays.**

- **DISHWASHERS:** If you frequently use your dishwasher, it can easily get clogged with leftover food, grease, and soap scum. Not only does this provide a breeding ground for germs, it also reduces the efficiency of the appliance. In addition, washed dishes might not be sanitary. Dishwashers should be cleaned once a month. The following three-step process is easy to do and doesn't require any special tools:

#### **Step 1: Clear The Drain**

Remove the bottom dish rack. Inspect the dishwasher drain, remove anything around the drain. This will improve drainage, increase cleaning efficiency and prevent damage to the dishwasher.

#### **Step 2: Vinegar Wash**

Start with an empty dishwasher. Place a cup of white vinegar in a dishwasher-safe container on the upper rack of the machine. Run the dishwasher through a hot-water cycle which will wash away grease, grime and remove musty odors.

#### **Step 3: Baking Soda Rinse**

Sprinkle one cup of baking soda across the bottom of the dishwasher. Run a short, hot water cycle. The dishwasher will be fresh- and have a brightened, stain-free interior.

- **REFRIGERATORS:** The water that comes through the refrigerator water lines contains minerals and deposits that can build up over time. This buildup can lead to clogged lines, white stains, bad odor, and mold in your water and ice. These are all signs that it's time to change your refrigerator filter. If that doesn't work then it's probably time to flush the refrigerator water lines. Check the manufacturers manual.
- **SMOKE DETECTORS:** Check the batteries every six months and replace them at least once per year. Smoke detector units should be replaced every 10 years.
- **WINDOWS & DOORS:** Check windows and doors to make sure they close securely. Make sure door handles and locks are working easily. Check for any gaps around the door. Even small gaps can decrease the efficiency of your heating and cooling system. If you notice significant airflow under or around your door or windows you can purchase weather stripping to close off gaps.
- **WASHERS & DRYERS:** Some of the greatest potential for flood and fire comes from your washer and dryer. Preventing such emergencies is as easy as replacing a washer's old rubber hoses with braided-metal hoses to reduce the risk of bursting, or discarding the dryer's flimsy—and flammable—vinyl duct and putting a metal hose in its place to prevent fires or warm, moist dryer air from venting into your walls and creating conditions for mold to grow. Clean rubber gaskets and drums on washers and dryers with a solution of equal parts water and vinegar at least once a month.

### **Other Helpful Tips & Information**

- **Only run washers, dryers and dishwashers when you are in your home**
- Know where your main water valve is located in the HVAC closet, so that you can turn it OFF if an appliance is leaking
- The average life of a washing machine is 10 years according to Consumer Reports Magazine
- A list of approved CPST service providers can be obtained from the Front Desk or on CPST Connect website.