

ROOKWOOD PROPERTIES

PREVENTATIVE MAINTENANCE RECOMMENDATIONS

HVAC TIPS:

- Check furnace filter regularly and call in a maintenance request to have it changed when it looks full. This will help keep your AC/Furnace running smoothly.
- Keep all registers, vents and louvered doors free from dust. This helps keep the air flow in your home and helps keep your AC/Furnace running smoothly. Also, make sure there is nothing directly in front of or behind the door to your furnace closet to keep air flow moving appropriately.

PLUMBING TIPS:

- Keep a drip going in all faucets on extremely cold nights. This will help prevent your pipes from freezing and potentially bursting. Leaving cabinet doors open overnight so that some of your home's heat can make its way under the sink can also help with this.
- Ensure that you are only flushing paper and waste down the toilet. Any other materials, even if advertised as flushable, can cause considerable clogs and back ups.

SAFETY TIPS:

- Monthly hit the test button on your smoke detector to check for low batteries. This will help you be able to determine before the chirping starts, that you need new batteries.
- Regularly check and clean the filter on your kitchen exhaust fan. This will prevent grease and other cooking particles from collecting and will keep your exhaust fan working optimally.

MISCELLANEOUS TIPS:

- Do not over-stuff your freezer. This will help prevent large ice particles from building and will help keep your freezer/refrigerator working optimally.
- If you have vertical blinds, be sure to always twist them into the open position before pushing them to one side or the other. This will help prevent the slats from snapping off and breaking.
- If you have bifold doors in your home, be sure that there is enough clearance in front of and behind the door. This will ensure that the doors do not come off of their tracks.

If you ever have any questions about these tips or any other maintenance issues, please contact your property manager by phone or email and they would be happy to answer any of your questions.