
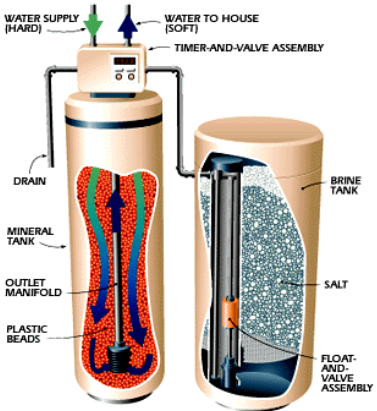




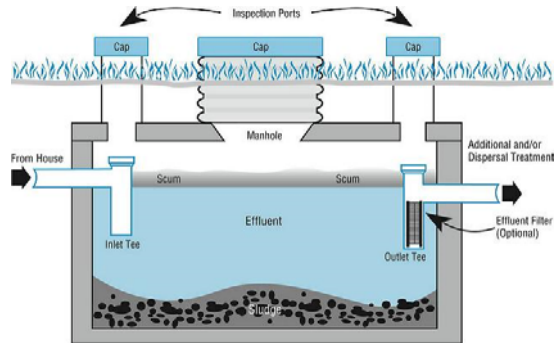
Troubleshooting Maintenance Guide

AIR CONDITIONING	
A/C not cooling but running - weekend	Direct tenant to Turn OFF unit for several hours to unfreeze and try turning it ON again. A/C vendor will be there as soon as it schedules allows it
A/C leaking	Direct tenant to Turn off unit to avoid water damages in property Office to dispatch A/C vendor.
WATER - WELL WATER – WATER EQUIPMENT	
City Water 	No water – Direct tenant to check main shut off valve and contact utility company Water leak – Direct tenant to shut off independent water valve for the area where the leak is located (toilet, bath or kitchen sink) or close house main shut off valve (Main Valve typically located on the side of the house). For small leak tenant can also place a bucket under leak to collect water and avoid major damages. Office to contact plumber to fix leak.
Well Water 	Water – Equipment No Water – Direct tenant to check that water filtration system is plugged to the electrical outlet and GFI, located on the wall right behind the water equipment pad. Also check that the Water equipment /Well water breaker in the electrical panel is ON. Reset GFI where system is connected. Smelly Water – Check levels of salt on brine tank (Typically medium size plastic black or blue tank). If low or no salt system need service and cleaning.



SEWER WATER – SEPTIC SYSTEM BACKING UP

Septic



Tank

Waste water backing up front toilets and bathtub and or showers – Direct tenant to immediately stop using water in the house. Locate the septic tank cleanout or inspection pipe, located by the drain field and remove cap to allow over flow to go outside on yard instead of inside of house.

Office to dispatch Septic Company to check and pump system.