

1. Wipe faucets and tub/shower valve fixtures with a soft cloth to prevent water stain buildup. Never use abrasive cleaners. See manufacturer's recommendation.

2. Address dripping faucets as soon as you notice them. In the first few months, valve cartridges may incur debris and cause faucets to drip. Replace washers or cartridges as needed.

3. Address running toilets as soon as you notice them. Check toilet tank interior mechanism for proper adjustments. Never use tank cleaners. See manufacturer's recommendations.

4. Immediately address slow-running drains as soon as you notice them. Attempt to unclog with standard plunger.

#### **MONTHLY PREVENTIVE MAINTENANCE SERVICE**

1. Check automatic washer hoses for leak. Use only new, preferably braided hoses, when connecting your automatic washer for the first time.

2. Check dryer vent to be sure that it flows freely and is not clogged with lint.

3. Inspect under your refrigerator for any puddles of water from your ice maker connection line.

4. If your home is equipped with a whirlpool style master tub, operate it monthly to insure proper function.

5. Turn on tub and shower valves and cycle them between "hot" and "cold" to insure that the pressure balancing spools remain operational and do not "freeze-up".

6. Run water at seldom used fixtures to keep "P-traps" primed and full of water.

7. Inspect any pull-out hoses on kitchen faucets for wear or leakage where the hose and spray nozzle meet. This connection will work itself loose from use if not tightened.

8. Inspect all exposed plumbing areas, such as under counter sections of lavatories and kitchens, around toilets, etc., for dampness or leaks. Address immediately if any concerns arise.

9. Check for loose or rocking toilets and inspect the toilet base for possible dampness or leaks.

10. Clean faucet aerators if the water flow appears restricted or the stream is ill regular. Soak faucet aerator in vinegar to keep it lime and calcium free.

11. Check shower heads for irregular spray. Clean debris, lime or calcium as necessary.

12. Check all exterior hose and automatic washer bibs for signs of dampness or leaks. Address immediately if found.

#### **SEMI-ANNUAL PREVENTIVE MAINTENANCE SERVICE**

1. Open and close main water shut off valve at water service and hot water heater.

2. Check condensation drain lines from forced air unit to insure that they are not clogged and drain freely. Clean condensation pan as necessary.

3. Inspect water heater flex connectors for dampness or leaks. Wire brush connectors clean should lime or calcium buildup occur.

4. Check timer on re-circulating hot water pumps to insure that it is NOT operating the pump 24 hours per day, if equipped. See manufacturer's recommendation for operation.

5. Set your water heater temperature below 130 degrees Fahrenheit. It should be in the NORMAL range of temperature setting.

6. Verify water pressure is set at 65 PSI or less.

7. Visually inspect grout lines where tile meets bath fixtures (tub/shower enclosures, spouts, shower arms, sinks, etc.). They should not be cracked. Re-grout or caulk as necessary.

8. Turn angle stop valves on and off to insure that they do not "freeze-up" or flatten gaskets. Angle stop valves should only be hand tightened.

#### **ANNUAL PREVENTIVE MAINTENANCE SERVICE**

1. If your house waste system has a backwater valve, inspect and be sure it is clean and operational.

2. All balcony and deck drains are to be inspected to insure they are free flowing and not clogged with debris.

3. Clean the screen on water pressure regulator to insure it is free from debris.

4. Check all gas appliances for possible gas leaks. If detected please contact the Gas Company.

5. Mechanically snake mainline sewer system to insure system remains clear and clean.

6. Drain and flush water heater tank to keep clean and free from calcium buildup or debris.

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