

Property Name: \_\_\_\_\_

## MAINTENANCE RULES

**PLUMBING CARE** - ANY LEAK OR PROBLEM MUST BE REPORTED TO THE OFFICE IMMEDIATELY. WATER DAMAGE CAN BE VERY COSTLY. ANY WATER ON YOUR KITCHEN OR BATHROOM FLOOR FROM SPILLS OR SHOWERS ETC., MUST BE WIPED UP IMMEDIATELY BEFORE DAMAGE OCCURS AND/OR NEIGHBORS BELOW ARE FLOODED. ALL RESIDENTS MUST HAVE A PLUNGER (ABOUT \$1.50 AT THE GROCERY OR HARDWARE STORE). A FLOODED TOILET CAN CAUSE EXTENSIVE DAMAGE. PLACE ONLY TOILET TISSUE IN TOILET. REGARDLESS OF MANUFACTURER'S INSTRUCTIONS, SANITARY NAPKINS AND DISPOSABLE DIAPERS CLOG PLUMBING AND SHOULD BE PLACED IN THE TRASH. RESIDENTS ARE RESPONSIBLE FOR PLUMBING EXPENSES CAUSED BY CARELESSNESS OR NEGLIGENCE.

**BI-FOLDS** - THE BI-FOLD CLOSET DOORS ARE FRAGILE. PLEASE USE BOTH HANDS TO OPEN AND CLOSE THEM AND DON'T OVERFILL THE CLOSET.

**APPLIANCES** - PLEASE CALL THE OFFICE IF YOU HAVE ANY PROBLEMS WITH THE APPLIANCES. GAS IS DANGEROUS AND PROBLEMS NEED TO BE TREATED WITH CAUTION AND REPAIRED BY AN EXPERT. GAS APPLIANCES INCLUDE STOVE, FIREPLACE AND FURNACE. WHEN OPERATING THE DISHWASHER USE ONLY DETERGENT MANUFACTURED TO BE USED IN A DISHWASHER, OTHERWISE IT WILL OVER-SUDS AND FLOOD YOUR KITCHEN AND MAYBE YOUR NEIGHBOR BELOW.

**GARBAGE DISPOSAL & KITCHEN SINK** - RUN COLD WATER WHEN USING DISPOSAL. DO NOT PUT GREASE, COFFEE GROUNDS, CIGARETTE BUTTS, STRINGY VEGETABLES (CORN HUSKS, CELERY, BANANA PEELS), SEEDS, PITS, BONES, GLASS; OR OTHER INAPPROPRIATE ITEMS IN DISPOSAL OR SINK. THE BLADES IN A GARBAGE DISPOSAL ARE SMALL AND ARE MEANT TO CHEW UP THINGS THAT YOUR OWN TEETH COULD CHEW. IF YOU CAN'T CHEW IT UP, NEITHER CAN YOUR GARBAGE DISPOSAL.

**FLUORESCENT LIGHT BULBS** - WHEN A RESIDENT MOVES IN, IT IS THE RESPONSIBILITY OF THE MANAGEMENT TO FURNISH LIGHT BULBS IN EACH SOCKET. WHEN A RESIDENT MOVES OUT THE SAME RESPONSIBILITY APPLIES IN REVERSE. DURING YOUR RESIDENCY THE MANAGEMENT WILL REPLACE THE FLUORESCENT LIGHT BULBS WHEN NEEDED AT OUR WHOLESALE COST. IF YOU PREFER TO PURCHASE YOUR BULBS ELSEWHERE IT IS STILL NECESSARY TO HAVE THE MAINTENANCE MEN INSTALL THEM SO THAT CEILING PANELS ARE REMOVED AND REPLACED WITHOUT BREAKAGE.

**AIR VENTS** - PLEASE LEAVE ALL AIR VENTS OPEN AT ALL TIMES. THIS HELPS LOWER POWER AND GAS BILLS, AND HELPS AVOID EXCESS WEAR AND STRESS ON THE EQUIPMENT.

**BATHROOM & BEDROOM LOCKING DOORS** - IF YOU ACCIDENTALLY LOCK YOURSELF OUT OF YOUR BATHROOM OR BEDROOM, HERE'S AN EASY REMEDY: STICK SOMETHING STRAIGHT (LIKE A BOBBY PIN) IN THE LITTLE HOLE. PUSH IN AND TURN THE KNOB AT THE SAME TIME (IT'S SPRING LOADED).

**BATHROOM SINK & TUB** - PLEASE DO NOT USE AJAX OR COMET ON THE FIBERGLASS ENCLOSURES. THEY WILL PERMANENTLY ETCH AND STREAK THE FINISH. CLEAN WITH MILD NON-ABRASIVE LIQUID BATHROOM CLEANER.

**DO NOT REMOVE OR REPLACE** THE SHOWER HEAD, CURTAIN ROD, OR ANY OTHER PLUMBING FIXTURE.

**HANGING PICTURES** - USE SMALL NAILS AND METAL PICTURE HOOKS OR THUMB TACKS. NO TAPE OR GLUE. MANAGEMENT WILL INSTALL CEILING HOOKS WHEN NECESSARY. NO STICK-ON ITEMS OR WALL PAPER ON WALLS, DOORS, CABINETS, IN DRAWERS, OR ON APPLIANCES.

**FURNACE AND WATER HEATER CLOSETS** - PLEASE DO NOT STORE YOUR BELONGINGS IN EITHER THE FURNACE OR THE WATER HEATER CLOSETS. STORAGE IN THESE CLOSETS IS A FIRE HAZARD. ADDITIONAL STORAGE IS AVAILABLE AT THE SOUTH END OF THE PROPERTY.

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Signature

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