

DIY Maintenance Tips

GARBAGE DISPOSAL

IF:

Your garbage disposal is not turning on when you flip the switch on the wall by the sink

THEN:

Troubleshoot #1

1. Open the cabinet underneath the sink
2. Locate the base of the garbage disposal
3. Press the reset button located on the underside of the base



Troubleshoot #2

1. Reset the GFCI outlet (see GFCI outlet picture below)

GFCI (Ground Fault Circuit Interrupter) Outlet

IF:

The lights won't turn on in the kitchen or bathroom only*

OR:

You hear a click sound when you plug something into the GFCI outlet

OR:

There is no power to the outlets in the kitchen or bathroom only

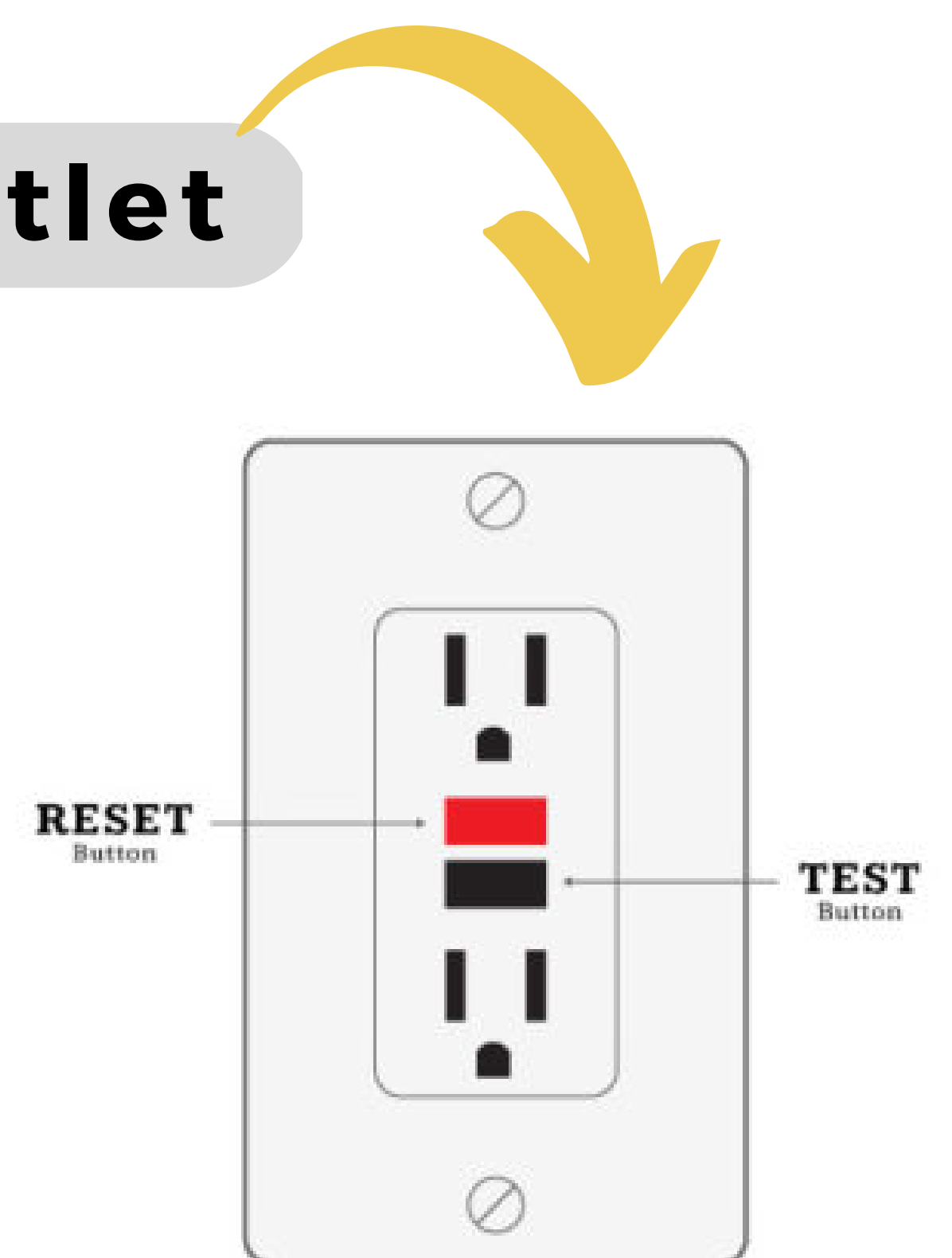
THEN:

Troubleshoot #1

1. Locate your GFCI*
 - a. The kitchen GFCI is located within two feet of the kitchen sink
 - b. The bathroom GFCI is located on the wall by the door and vanity
2. Press the RESET button on all GFCI outlets**
 - a. The red button or button on top is the Reset button
 - b. The black or bottom button is the Test button

*The GFCI may control various outlets and lights throughout your apartment, so reset both GFCIs if you have them in the kitchen and bathroom

**Some floor plans may not have a GFCI outlet in the kitchen



DIY Maintenance Tips

CIRCUIT BREAKER

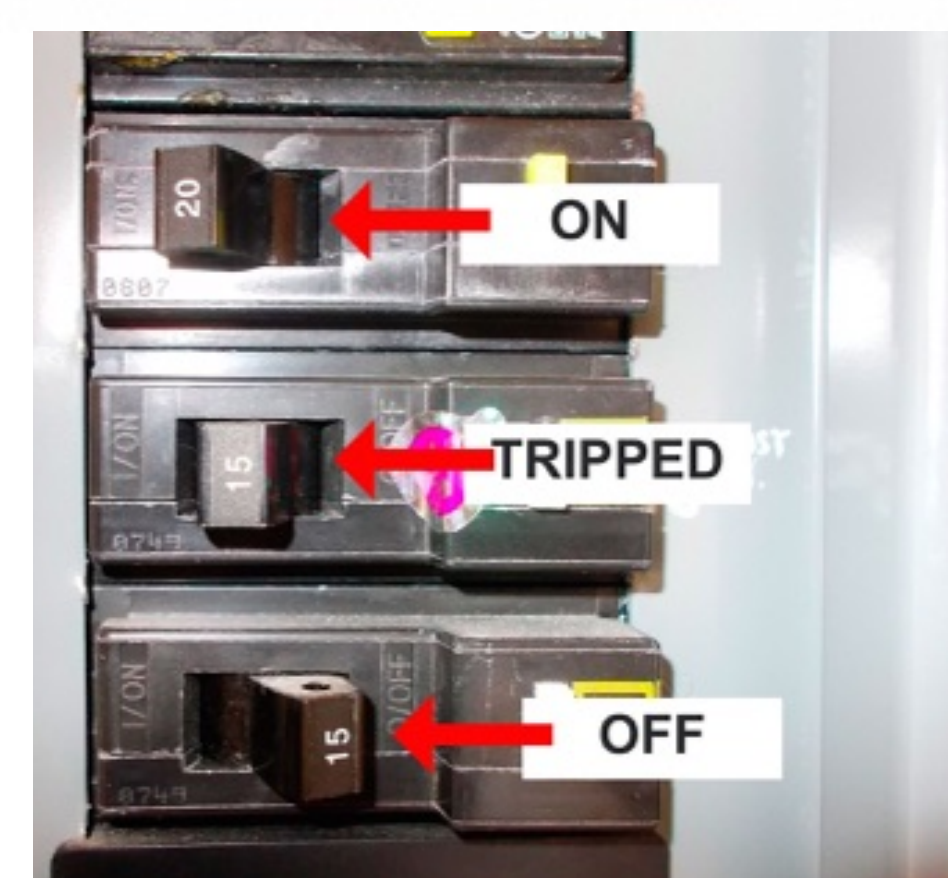
IF:

You lose power to whole rooms or an area of your apartment and resetting the GFCI outlet(s) does not restore power

THEN:

Troubleshoot #1

1. Locate the Breaker Panel in your home
 - a. The Gables: On the kitchen wall (or in kitchen cabinet)
 - b. Mission Hill: In the bedroom closet
 - c. Mission Point: On the wall in the hallway closet
 - d. Mission Ridge: On the wall in the hall/coat closet
 - e. Mission Terrace: On the kitchen wall (may be in kitchen cabinet)
 - f. Mission Woods: Behind bedroom door or in bedroom closet
 - g. Highpointe: Behind bathroom door in 1 bedroom floor plans or in a bedroom closet in 2 bedroom plans
 - h. Antioch Gardens: In the hallway across from the thermostat
 - i. The Lookout: On the kitchen wall
 - j. Nieman Square: In the laundry room for 1 bedroom and large 2 bedroom floor plans, in the hallway for small 2 bedrooms



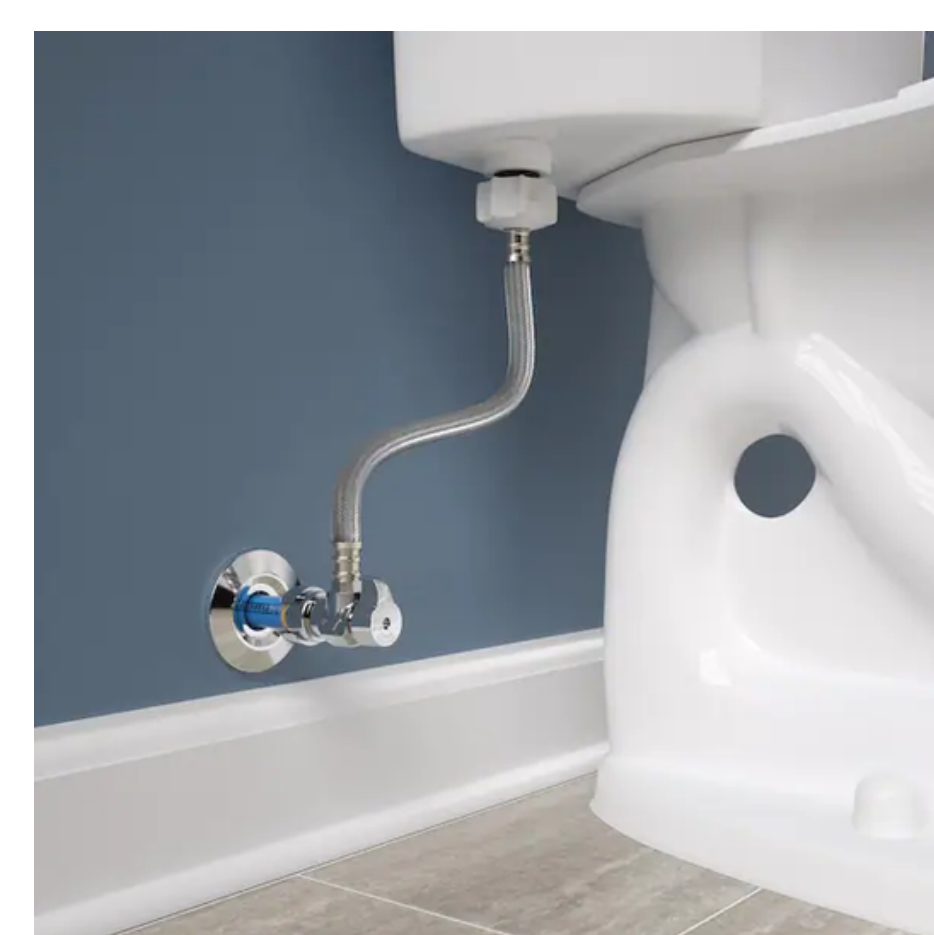
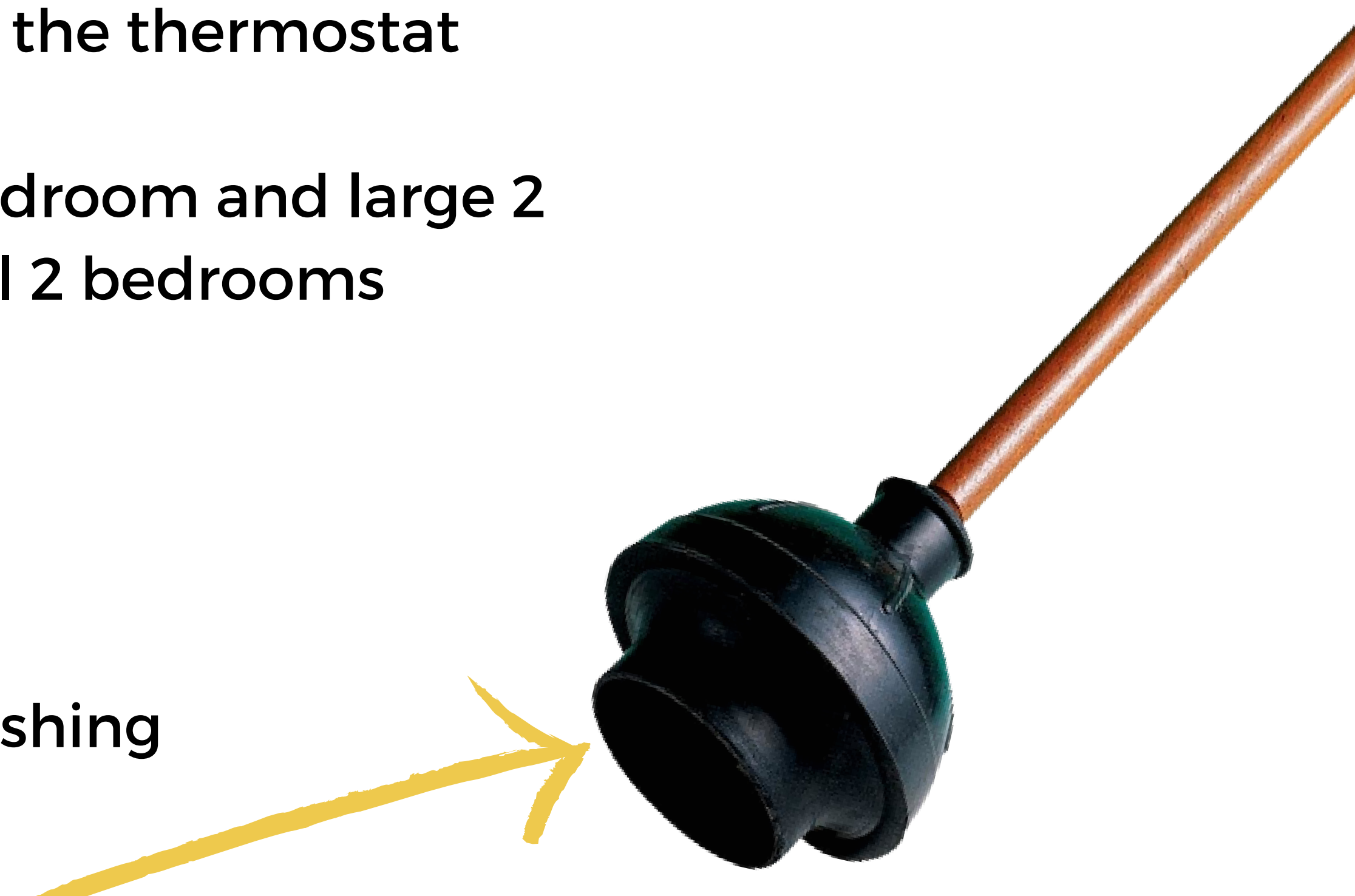
Plunging a Toilet

IF:

Water/Waste is not draining from the bowl after flushing

THEN:

1. Obtain a good plunger (see picture)
 - a. If the water is about to overflow, be sure to turn the water shut off located behind the toilet, close to the floor
2. Put the plunger in the bowl and use it to form a solid seal over the toilet drain
3. Push downward and pull backward (plunge) a few times vigorously
 - a. When doing this, the drain will usually open
4. Turn the water back on via the water shut off knob if you turned it off
5. Flush the toilet
6. If the water clears from the toilet, you've successfully unclogged it
7. If clog still remains, repeat steps 1 and 2 until the clog has cleared



****Never attempt to repeatedly flush the toilet. This will cause it to overflow. If your toilet overflows before you can turn the water off, please clean up the water immediately.****

DIY Maintenance Tips

Change the Battery in Your Smoke Detector

IF:

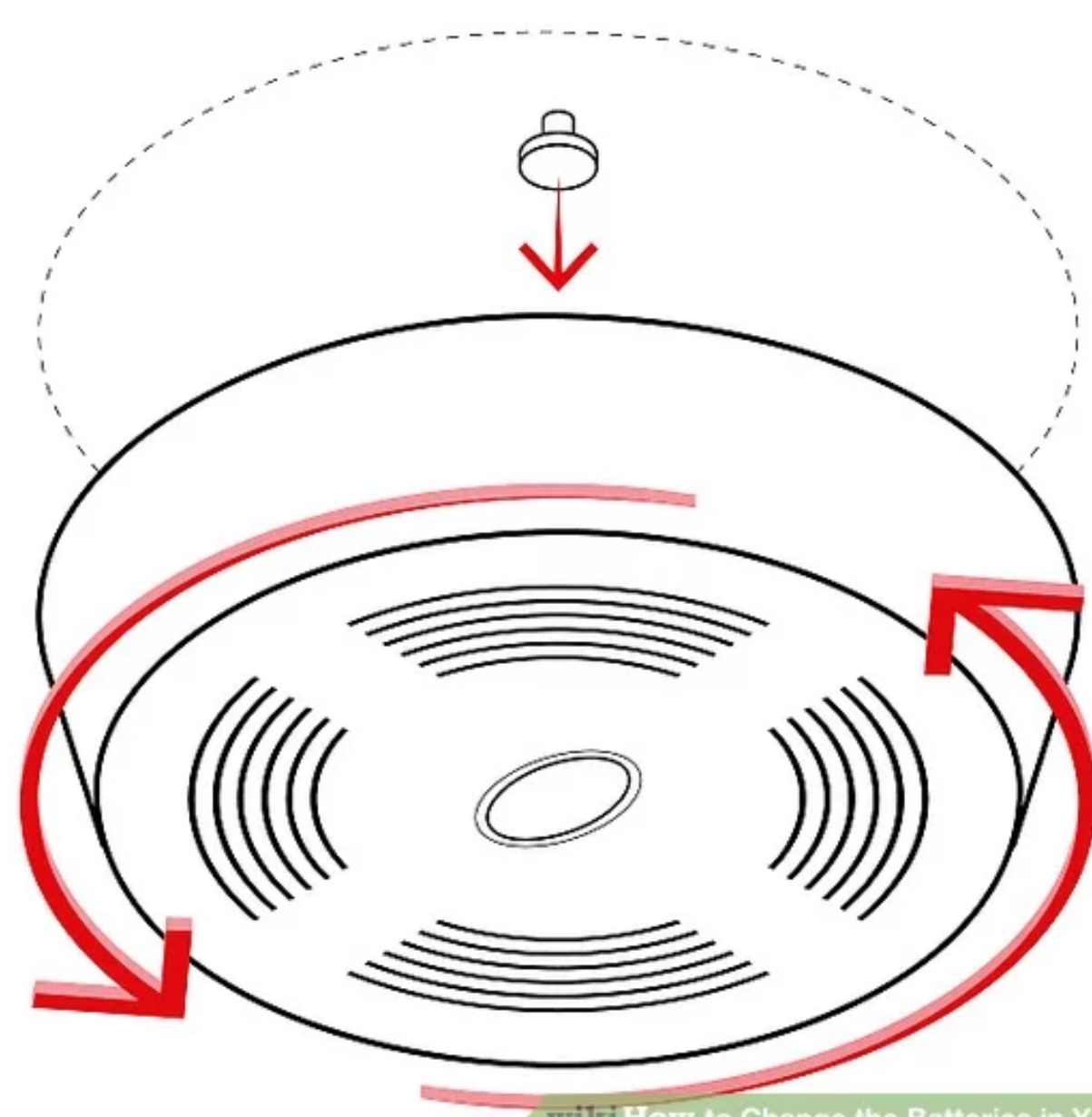
A repetitive chirping sound is coming from the smoke detector

OR:

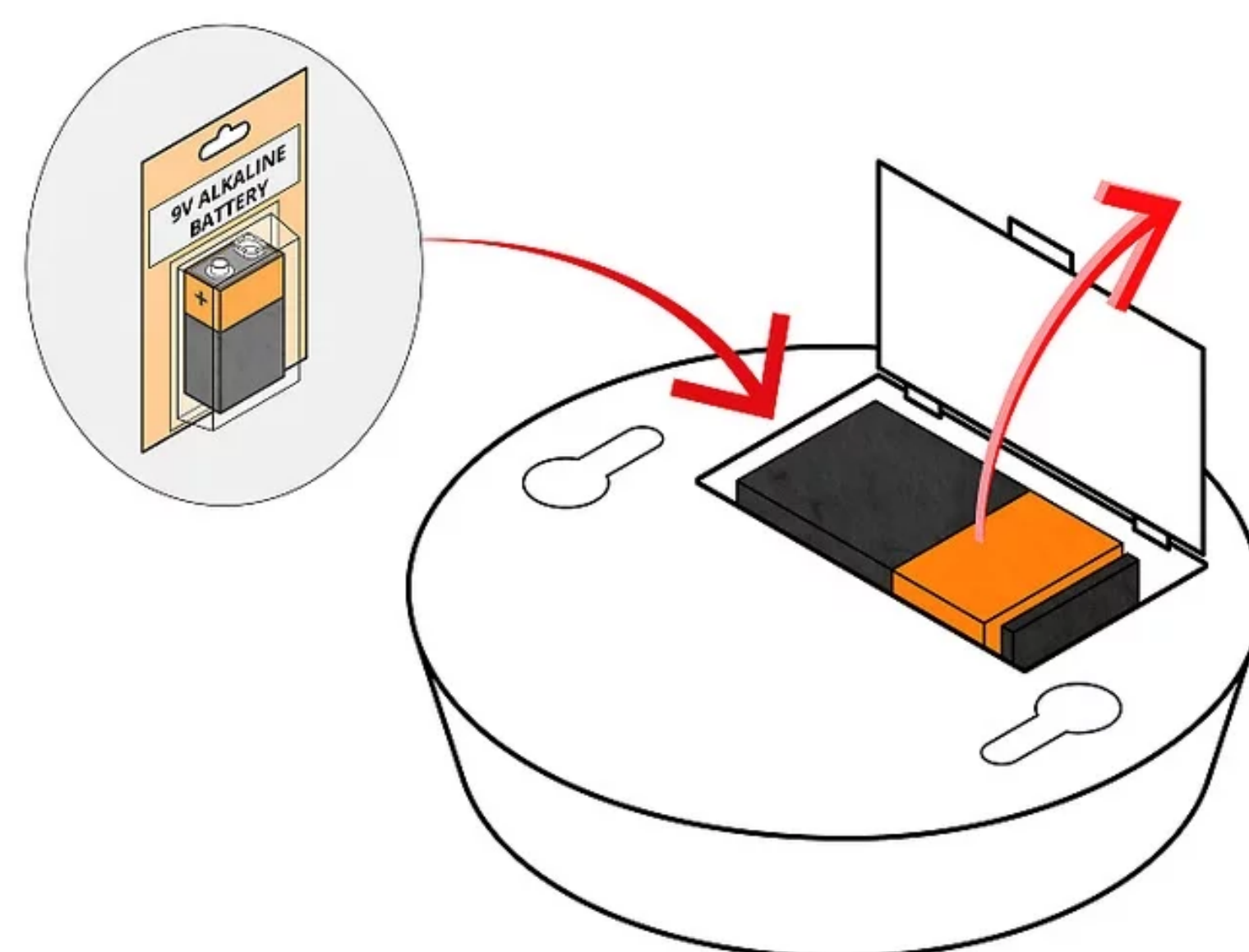
Pressing the "Test" button does not make the smoke detector beep loudly

THEN:

1. Check the face of the smoke detector
 - a. If there is a door on the front, remove the old battery by pressing on the door. The battery door will pop out and the old battery can be removed. Slide the new battery in place and close the battery door.
2. If the face does not have a battery door, carefully turn the smoke detector clockwise and slowly remove it from the mounting bracket on the ceiling.
 - a. If the smoke detector is hardwired, DO NOT REMOVE THE WIRES.
3. Once removed from the wall, push up on the edge of the door and open the battery compartment.
4. Remove the old battery and replace with a new 9V (9 volt rectangular) battery.
5. Place it back on the wall by lining up the prongs on the back with the base and carefully turning the smoke detector counterclockwise to attach to the base.
 - a. If you are unable to replace the battery or this doesn't help with the chirping, please call the office right away. **Never disable your smoke detectors!**



wikiHow to Change the Batteries in Your Smoke Detector



wikiHow to Change the Batteries in Your Smoke Detector

DIY Maintenance Tips

Using your Vertical Blinds

IF:

Your vertical blinds don't easily slide when you are opening them

OR:

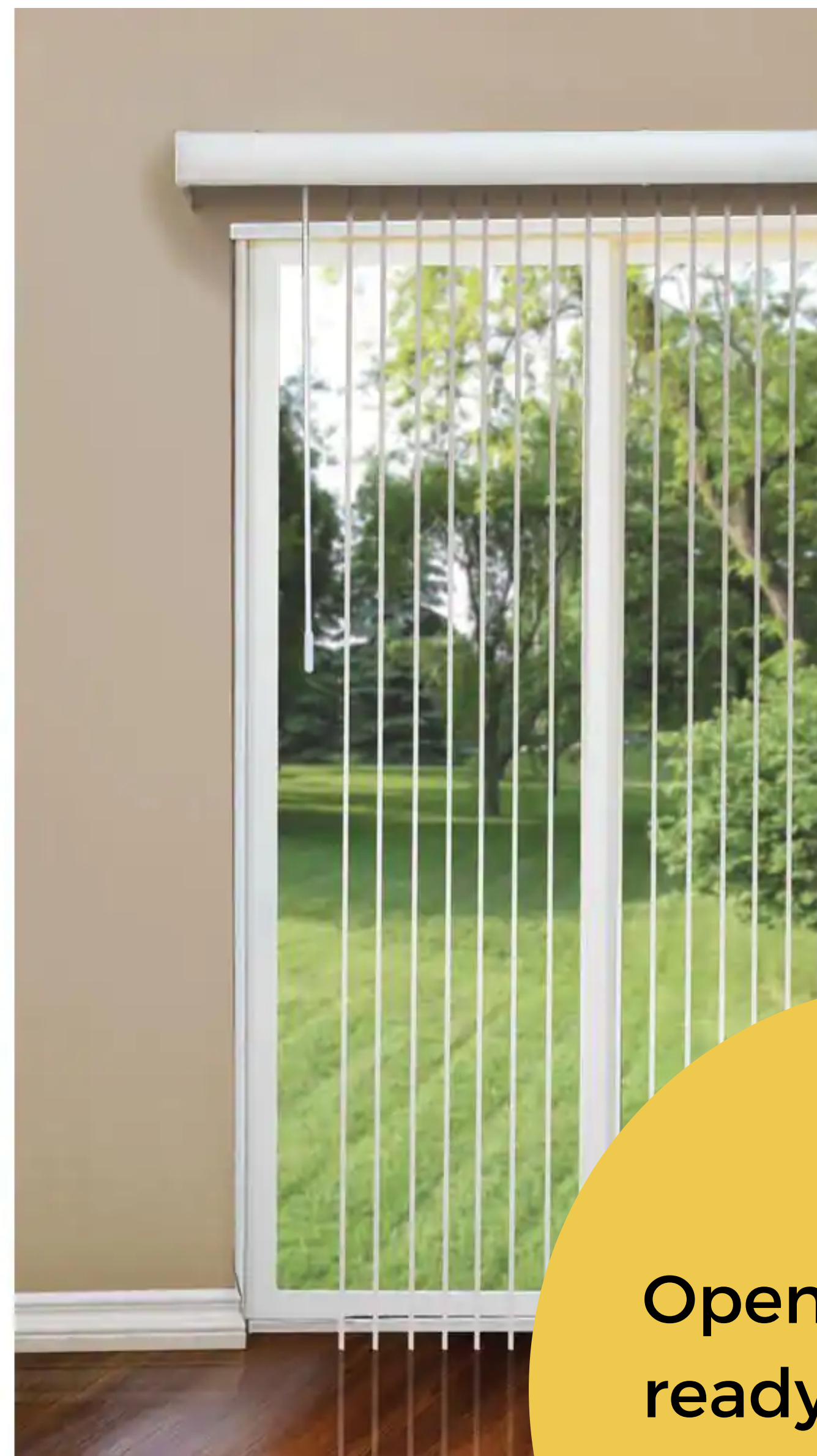
Blinds are falling off the clips

THEN:

1. Make sure that you are turning the wand to open the blind slats all of the way before you try to slide them open or closed. Also, make sure the loop where the wand attaches to the blinds has the opening pointing down so the wand doesn't come out of the bracket when you push the blinds open.
 - a. The outside wind or getting slats stuck while opening the door can cause blind slats to be broken or blown out of the clips. To avoid this, never open your sliding glass door without first opening your blinds.



Closed blind slats -
do not try to push
open without
turning the blinds
slats to the open
position



Open blind slats -
ready to push the
blinds open

DIY Maintenance Tips

Light Bulbs

You are responsible for replacing all light bulbs* in your apartment. You will want to keep a few spare light bulbs on hand just in case one burns out. Be sure to use the same type and wattage of bulb that you removed when replacing them.

1. Hall lights, round light fixtures, and some vanity lights use standard** A19 light bulbs. **Never use more than a 65W bulb in these fixtures.**
2. Recessed "can" lights over the kitchen sink and some bathroom lights use standard indoor flood bulbs. **Never use more than a 65W bulb in these fixtures.**
3. Ceiling fans take chandelier or candelabra bulbs. **Never use more than a 40W bulb in these fixtures.**
4. Light bars above bathroom vanities usually take a round cosmetic bulb.

*If you have a long, fluorescent light fixture in your kitchen ceiling, please contact the office to have these light bulbs replaced.

**LED light bulbs typically last longer and use less energy than standard light bulbs.

NOTE: There may be exceptions to this information. We recommend taking the burnt out bulb with you to purchase a new one like it.



A19 bulb: Used for hall lights, round light fixtures and some vanity lights



Flood light bulb: Used for "can" lights above kitchen and bathroom sinks



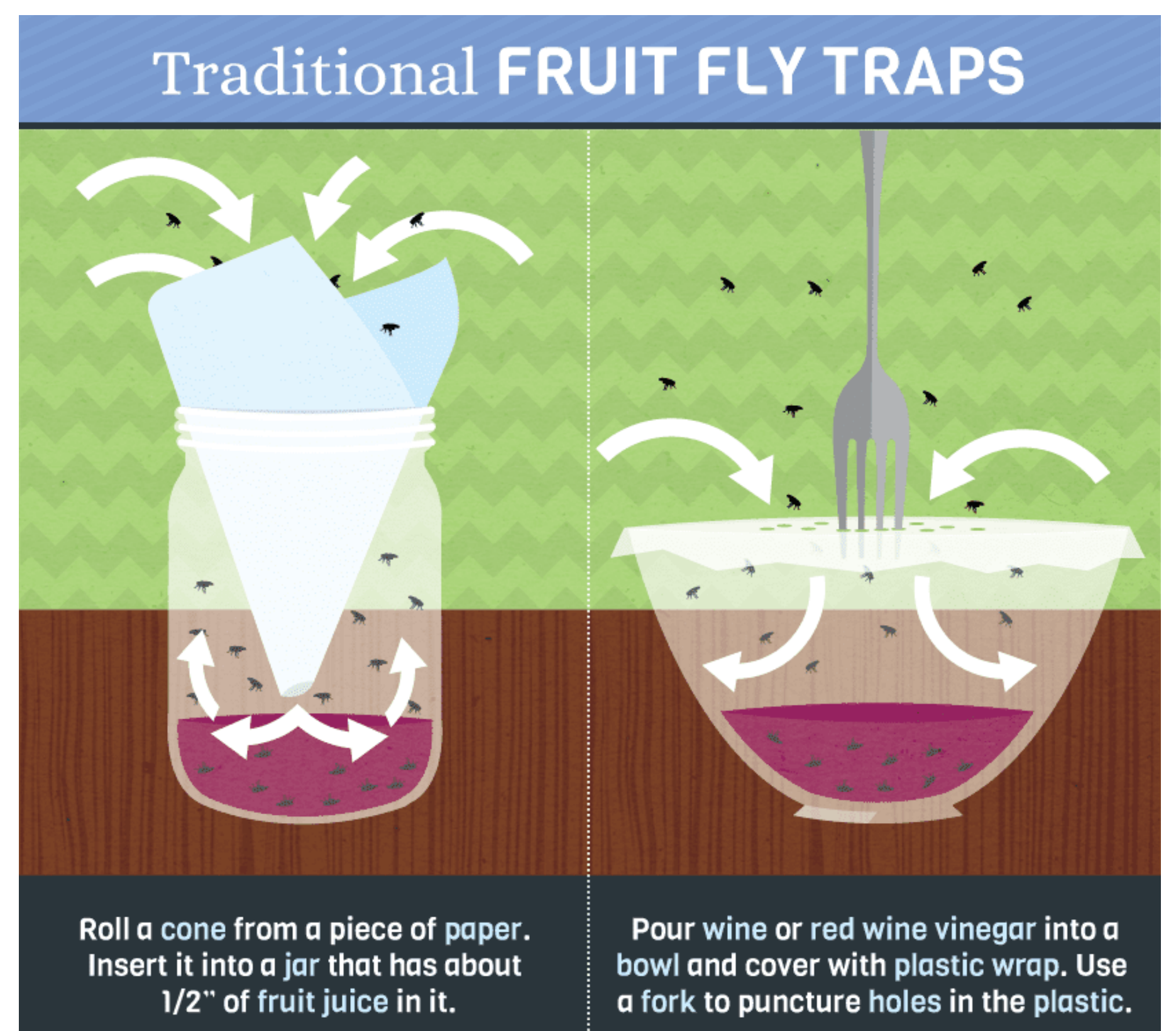
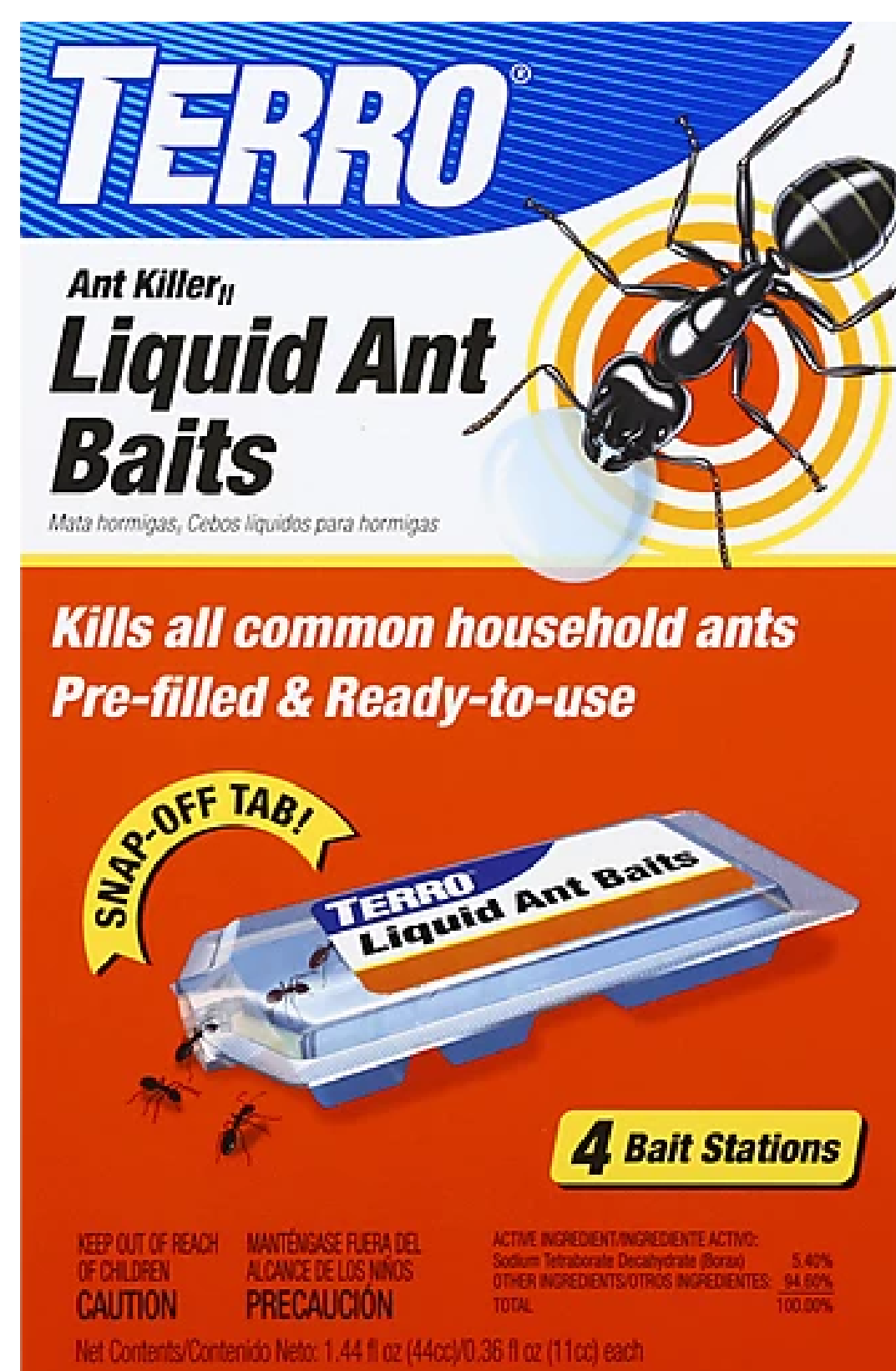
Chandelier or candelabra bulbs: Used for ceiling fan lights.

DIY Maintenance Tips

Fruit Flies, Gnats & Ants

To prevent fruit flies, gnats and ants in your apartment, keep your trash emptied and make sure that there is no food left out anywhere in your apartment. If you notice that you have fruit flies, gnats or ants in your apartment, you will want to do the following:

1. Clean your apartment and make sure to remove any trash, food or crumbs, especially from the area where you see pests.
2. Dispose of any rotten or opened food from your cabinets or refrigerator.
3. For Fruit Flies/Gnats: Cover your kitchen sink drains with your sink stoppers and plug the vanity sinks when you aren't using them.
4. Purchase a Fruit Fly/Gnat or ant trap and place them in the areas that you notice the pests.
5. Remove the traps and throw them away once the issue is resolved.



Carpet Care

You will want to regularly vacuum, ideally at least once a week, to remove dirt and debris from your carpet. If something is spilled on your carpet, be sure to clean it up immediately to prevent stains and long term damage. If something stains your carpet, you will want to treat the area with a spot treatment meant for carpet. Never use any bleach or detergent not designed for carpet because it will cause further damage. **At lease renewal, At Home Apartments offers a free carpet shampoo - we strongly encourage you to use this service.**