

# *Maintenance Tips!*

## Plumbing

### Water draining slowly (sinks, toilets, showers)

- ✓ Sinks: Put drain un-blocker down the pipes to remove any sludge, grease etc.
- ✓ Sinks: Do not ever put down the sink fats, oils or grease. Check no food debris is stuck as this will cause a blockage.
- ✓ Shower: Remove any hair from the plug hole
- ✓ Shower: Put drain unblocker down the pipes to remove excess soap/hair
- ✓ Toilets: Do not put down any make up wipes, baby wipes, cotton pads, sanitary ware, medications, too much tissue roll etc.
- ✓ Toilets: You must ONLY put down bio degradable tissue roll

## Plumbing

### Heating not working

- ✓ Check through the manuals
- ✓ Have you got the heating on an auto setting?
- ✓ Has the heating control lost connection to the boiler? Check if new batteries are required. If this still doesn't work, call the manufacturer to guide you through re-pairing the device

## Plumbing Leak

- ✓ Locate the leak and stop all running water
- ✓ Put a bucket underneath the leak & get towels to dry the area to prevent further damage
- ✓ Locate the stopcock to stop the running water
- ✓ Contact the agency (managed) or landlord immediately
- ✓ For out of hours emergencies, contact an approved supplier

## Electrics Electrics not working

- ✓ Check if there has been a power-cut on the street
- ✓ Check your fusebox – are any of the levers down, when they should be up?
- ✓ Check you do not have an overload of electrical sockets (i.e. too many things in one plug)
- ✓ Check you have paid your electricity bill
- ✓ Check the fuse hasn't blown (i.e. putting clothes over an electric radiator)

## Furniture

### Scratches

- ✓ Prevent any scratches on the floor by putting furniture pads on the bottom of every piece of furniture

## Appliances *\*Always read manual first*

### Dishwasher/Washing machine

- ✓ Read the manual and look for error messages
- ✓ Remove and clean the filters
- ✓ Check the waste hose for blockages
- ✓ Check the sink waste for blockages
- ✓ Move appliance forward incase there is a kink in the hose
- ✓ Call the manufacturer first to help diagnose

### Oven/Microwaves/Extractor Fans

- ✓ Read the manual and look for error messages
- ✓ Check electrics are all working correctly
- ✓ Check the plugs at the back of the appliance
- ✓ Check there isn't an overload of electric sockets

### Hob

- ✓ Check it is clean and there is no debris stuck within the rings