



HANDY MAINTENANCE TIPS

WHAT TO DO IN AN EMERGENCY (GAS, ELECTRICITY, WATER)

If you have any problems in your home which involves gas, electricity or water, you should know where all shut off valves to the above services are located in the case of an emergency, when they should be disconnected.

WATER

The water supply may need to be turned off in circumstances such as water overflowing from your hot water service or a tap which has a broken washer and water cannot be stopped locally from pouring out.

ELECTRICITY

The electricity meter is usually next to the fuse box. If a fuse blows and your power stops, this means that something (usually an appliance) is causing the fuse to overload. Unplug all electrical appliances from their sockets and then plug them in one by one. By doing this you can usually find the broken appliance. If you need to switch the electricity off at the mains, you will find the switch next to the fuse box.

GAS

If you need to turn off the gas supply, you will find the control valve next to the gas meter. Always make sure you have turned it off completely. When you turn it back on, make sure you turn the control valve fully on and relight the pilot lights on all appliances.

BLOWN FUSE

Unplug all appliances around the area which you were using. Go to the fuse or meter box, TURN off main switches (if more than one). If there are porcelain fuses (after you have turned off the mains) pull out one at a time. Check the wire by pulling it. If wire is not visible, the fuse has burned. After replacing the fuse with the correct wire rating, (16 amp for power points, 10 amp for lights, 32 amp for stoves) TURN mains on, go into the house and plug one appliance in at a time. TURN on and test. If working, continue to the next appliance and so on. If you find that your appliances are working (no faults) then you should contact your property manager.

SAFETY SWITCH HAS TRIPPED AND CANNOT BE TURNED OFF

1. YOU MUST UNPLUG all appliances from the power points in your home
2. TURN off your safety switch
3. Go back inside and plug in one appliance at a time and test. Once you have found your faulty appliance, do not continue to use. You must test each appliance for at least one minute.

IF YOU DO NOT COMPLETE THESE TASKS AND AN ELECTRICIAN IS SENT OUT WHO DISCOVERS THAT ONE OF YOUR APPLIANCES IS FAULTY, YOU MAY BE LIABLE TO BEAR ALL COSTS.

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Mains Pressure Hot Water Service	Pull pressure valves and release every month so that they are clean and operational.
Gas Hot Water Services	Before reporting a problem, check if pilot light is on. If not, follow instructions on the unit (if available). If ever in doubt, report problem.
Hot and Cold Taps	They must be turned ON fully once a month so salts can be cleaned out to prevent taps ceasing
Drains	No fats or oils to be poured down drains.
Air Conditioner	Evaporative air conditioners need to be drained and cleaned every season. Reverse Cycle : Clean filters once a month with dish washing detergent, rinse thoroughly and let them dry before replacing. This allows a free airflow, reducing stress on the fan. It also keeps the coils clean, so heat can dissipate easily, leading to lower operating costs.
Gas Heaters	Dust should be removed from the bottom vent under the burner to ensure that unit is functioning efficiently.
Smoke Alarms	Some smoke alarms are connected to the electricity supply. They will have a battery in case the electricity supply is cut off. Other smoke alarms will be battery operated. You must replace any smoke alarm battery annually. Check batteries every month by pushing the test button on the smoke alarm for one minute. Do not try to pull off cover from smoke alarm as the bracket is very fragile and may break. Batteries must not be left out of the alarm at any time.
Exhaust Fans	Leave fan ON in the bathroom for 5 to 10 minutes after showering to allow steam to escape • Clean covers regularly
Lighting a Gas Stove	Light up match first, put match in position and then turn gas on. If this fails, wait 30 seconds for gas to escape and try again.
Fuse Box (electrical supply)	You should not place anything in front of your fuse box or meter box as this will cause obstruction.
Overloading Power Points	If the power fuse is over loaded, check if you have too many appliances running off the same circuit. If so, change the position of your appliances to another outlet.
Safety Switches	They must be tripped off from the small button next to the switch to check if they work efficiently.
Dishwasher	Rinse large particles of food off before placing in dishwasher. Food gets stuck in the jets.
Other Appliances	OVEN NOT WORKING - Check if your auto mode is on, check and reset to manual mode. If unsure, check with your property manager
Security Alarm	This is your responsibility to attend to.
Blinds	Holland blinds should be operated with little force and slow motions. Ensure that all bracket engage when releasing
Open fires/pot belly	It is highly recommended that you have a fire screen to prevent any damage to any floor coverings and obviously for safety reasons.
Damp on Walls/Ceilings	If you notice a damp patch on a wall or ceiling report immediately.
Letter Box	Keep clean of unwanted mail
Garage Doors	Do not place anything in front of garage doors as this could cause an obstruction
Garden Sprinklers	Keep areas where sprinklers have been installed free and clean to ensure that they operate correctly
Pool / Outdoor Spa	Must be cleaned and maintained weekly.
Windows	Wait until a cloudy day to wash your windows - when the sun is out it will dry too fast and leave your windows streaky.
Lawns	If you cut your lawn too short it can die off and turn brown. For the best results, you should cut it so that it is about 3 inches high. In the cooler months you could cut your lawn one inch shorter.



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