



## Maintenance Tips for Condo Owners

February 24, 2025

### Monthly:

- **AT&T gateway.** Reset the gateway for better Wi-Fi service either by unplugging the power from the back of the gateway for 30 seconds or using AT&T's "*Smart Home Manager*" app by selecting "*Restart Wi-Fi*".
- **Balconies and railings.** Wash balconies and railings (on the balcony & near the front door). Use simple green and a nonabrasive brush on balcony floors. Use a towel or sponge to wipe up excess water.
- **Front door.** Wipe the exterior of front of door, and hardware (door handle) to prevent corrosion from salt. Use only graphite in locks. Never use W-D 40 or any oil-based products because dust, dirt and sand stick to surfaces making issues worse.
- **Hot water heater pan.** Check and see if the pan under your HWH is dry.
- **Windows and sliders.** Clean the exterior frames, tracks, and glass.

### Every 3 months:

- **AC condensation line.** Flush the line with a mixture of ½ cup of distilled vinegar and ½ cup of water.
- **AC filter.** Replace as recommended by the manufacturer. The HEPA AC filters are good for six months.
- **Microwave vent.** Clean oven hood or microwave vent.
- **Windows and sills.** Wash and remove filth to ensure easy opening.

### Every 6 months:

- **AC unit on roof.** Have an AC company check unit on roof. Check if there is insulation covering the AC line, if the unit is anchored properly, if the ground cable is attached, and inspect for any exposed wires.
- **Bathroom exhaust vents.** Clean dust buildup.
- **Caulking.** Check – and add caulking if necessary – around the windows and doors.
- **Dryer vent.** Check for lent. Check for hose kinks and make sure lint is not getting stuck. Clean out the dryer's lint trap after each use.
- **GFI outlets.** Press the test button and reset.
- **Smoke detectors.** Press the test button.



## Yearly:

- **Main water shut off valve.** Exercise the valve by closing and reopening.
- **Smoke alarms.** Change the 9-volt batteries in the smoke alarms. The newer models have batteries that are sealed and cannot be changed and last for 8-10 years.
- **Water valves.** Exercise the water valves under your sinks and toilets by closing and reopening.

## Other:

- **The association is responsible** for replacing the door sweep, the doorbell, and the painting of the exterior door.
- **Cooking grease.** Collect in a jar and throw it out with the trash. Never rinse grease down the drain.
- **Hot water heater.** Check the age of your HWH. Many insurance companies require heaters to be replaced if more than 10-12 years old.
- **Owners are responsible** for the electrical outlets on their balcony. These should have a cover over them to help prevent corrosion from the salt air.
- **Owners are responsible** for replacing the weatherstripping; door hardware, handle & lock; the peephole; and thresholds. Replace the foam seal around the door if you see light around door.
- **Plumbing.** Always make sure plumbing is correctly hooked up. Use only water supply lines with metal screws/washers on the toilet water supply line. Check quarterly to make sure they are tight. Plastic ones crack easily and could cause the water line to detach from the toilet. Note: the # 1 insurance claim is due to aftermarket bidets.
- **Sprinklers.** Ensure that the contractor does not block the sprinklers when making renovations in your unit. Ensure paint does not get on the sprinkler temperature sensitive glass bulb when painting your unit. Ensure you do not hit the sprinklers and bend any part of the deflector when moving items in your unit.
- **Toilets.** Repair leaking/running toilets as needed. If a toilet is constantly running the "inside the tank parts" need to be replaced. If the seal around toilet/floor is leaking, a plumber needs to be called.
- **Traveling for more than 3 days.** Shut off your unit's main water line and hot water tank if traveling for more than 3 days.

**\*\*Send edits and suggestions to the office or BoD Secretary.**