

# PREVENTATIVE Maintenance Guide

We want your home to stay in the best condition possible and for you to enjoy a smooth rental experience. The tips below will help reduce the number of repair requests you need to make and keep your home running efficiently.



## General Guidelines

- Following these maintenance tips will help cut down on repair requests and keep your home in great shape.
- Before submitting a maintenance request, check our website for quick DIY video tutorials on common household issues — or call our office and we'll help you troubleshoot.
- Please note: If a repair is found to be caused by tenant misuse, abuse, or neglect, tenants may be billed for part or all of the repair cost depending on the situation.
- Water Leaks: these leaks can cause serious long-term damage if left unchecked. Report any signs of water intrusion immediately — this includes faucets, toilets, bathtubs, water heaters, A/C units, and even roofs or windows after a storm.
- Emergencies: For fire, medical, or life-threatening situations, always dial 911 first.

## Common Household Items

### Air Conditioner:

- Replace A/C filters every 30 days if you have pets, or every 60 days if you don't. This keeps your system working efficiently and prevents costly issues.

### Dishwasher:

- Always rinse food particles off dishes before loading. Food buildup will eventually clog the system.
- If the dishwasher isn't running:
  - a. Check the power switch near the unit.
  - b. Press the GFI reset button on a nearby kitchen outlet.
  - c. Make sure the plug is firmly connected.

### Doors & Windows:

- In Central Texas, seasonal humidity can cause older doors and windows to swell or contract. This is normal and not usually a repair issue.
- Do not cover windows with foil. If you need sun protection, please use blinds, shades, or lined curtains.

### Drains:

- Tenants are responsible for keeping drains clear. In cold months, soap can stick to pipes, leading to buildup. Run hot water regularly to prevent clogs.
- A natural way to clean drains: use baking soda and vinegar. [See method here.](#)

**REMEMBER:**

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life-threatening  
situations, always dial  
911 first.

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## Common Household Items Continued

### Dryer:

- Clean the lint trap after every load. Failure to do so can cause overheating, fire hazards, and moisture buildup in ducts.

### Breaker Box / Gas & Water Valves:

- At move-in, our team will show you the locations of shut-off valves and breaker boxes. Please familiarize yourself with them in case of emergency.

### Electrical Outlets:

- If an outlet or switch isn't working, try the GFI reset button (commonly in kitchens, bathrooms, or laundry areas).

### Faucets:

- If water flow slows, remove and clean the aerator screen, then reattach by hand. If this doesn't solve it, submit a request.

### Frozen Pipes:

- In freezing weather, protect your pipes:
  - Insulate outside spigots and exposed pipes.
  - Keep faucets dripping slightly.
  - Leave your thermostat at 68° if you're away.
  - Open under-sink cabinet doors for airflow.
- Watch for weather alerts from our office.

### Furnace / Water Heater / Stove:

- If these stop working, confirm pilot lights are on and gas supply is active. Service calls just to relight pilots may be billed to tenants.

### Garage Door & Remotes:

- If rollers, springs, or hinges squeak, notify us.
- If the door won't close, check for objects blocking the sensors near the floor or misaligned sensors.
- If the remote fails, test or replace the battery. Lost or broken remotes will incur a replacement fee.

### Garbage Disposal:

- Always run plenty of water (preferably hot in cold months) when using the disposal.
- If it stops working:
  - a. Press the reset button on the unit (normally located on the bottom of unit)
  - b. Check the wall switch.
  - c. Reset the GFI outlet.
  - d. Confirm the plug is connected.
  - e. Use the disposal wrench (usually under the sink).
- [See here for what not to put down the disposal.](#)

### Mold & Mildew:

- Mildew grows where moisture lingers. It's the tenant's responsibility to keep surfaces like windowsills, blinds, shower grout, caulking, and ceilings clean. Use bathroom fans, proper cleaning methods, and non-bleach cleaners to avoid damage.

### Pest Control:

- Per your lease, tenants are responsible for regular pest control (including treatments for insects and bed bugs). For rodents or wildlife (squirrels, raccoons, etc.), please submit a work order.

### Plumbing Stoppages:

- Only flush toilet paper and human waste. Anything else can block pipes and cause costly damage.
- For a simple clog, use a plunger. If non-flushable items cause a stoppage, tenants will be billed for plumbing and related repairs.
- If the toilet is leaking at the base, shut off the water valve behind the toilet until help arrives.

### Smoke / Carbon Monoxide Detectors:

- Tenants must keep detectors in working order. Replace 9-volt batteries as needed. If replacement doesn't fix the issue, submit a work order.

### Trash:

- Please keep your home sanitary by disposing of trash and yard waste properly. This helps prevent pest problems.

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**REMEMBER:** For a full list of what falls under tenant versus landlord responsibility, see the Tenant vs. Landlord Responsibilities section in your Cofield Property Management Tenant Handbook.

