

## TROUBLE SHOOTING GUIDE

### Bath/Shower leak

The most common problem in properties is the leaking from wet areas eg bathrooms, laundries, kitchens, into adjoining rooms. A regular check for water leaks is advisable. If the carpet/floor is wet, sponge and dry area thoroughly and check again after use. Advise our office if a problem persists.

### Clothes dryer

Check...

- Clean filter before every use of the dryer
- Is power on
- Dryer is not overloaded
- Is air temperature hot when running

The appliance is not essential, please complete a repair advice form and send to our office to report failure.

### Faulty switches or fans

Do not attempt to fix it yourself. Do not use switches. Contact our office as soon as possible.

### Hot plates

Check if power is connected or check power box for tripped switch or blown fuse. Contact us to arrange professional help.

### Hot water systems

If your supply of hot water is no hot or does not seem to last as long as it should, your hot water system may need topping up. Locate the filter valve on the side of the hot water system and lift the floppy lever until water flows from the overflow. Repeat this process every few months.

Otherwise, check...is the power switch on; has the power box tripped a switch or blown a fuse; or has your shower routine changed or increased (tank capacity and/or tariff rates will affect this). Remember in winter, efficiency of the tank is less than in summer and the water will cool quicker.

If you have a gas instantaneous hot water system and you have no hot water please ensure the pilot light is lit. If not follow, the instructions on the box.

Note: please follow the above procedure before requesting maintenance. If this do not rectify the problem please complete a repair advice form or call our office. Remember a leaking hot water tap will cause poor supply of hot water and high electricity accounts.

### Insinkerator

If your food disposal fails to work, you may need to push the reset button. This is located under the unit and is usually coloured red. Do not attempt to disassemble the unit. If this does not rectify the problem please complete a repair advice form and send to our office (use the old fashioned newspaper disposal method of unit until attended to). Tenants will be required to pay for callouts to repair food disposal units that are blocked due to tenant misuse or abuse.

### Leaking from toilet

Regular mopping and turning off the tap between uses is adequate until the tradesperson arrives. Please complete the repair advice form and send to our office to arrange for a tradesperson.

## Lights

Check power or fuse box. Ensure the power is on and the switch has not tripped. If problem not remedied contact your property manager.

## Pool Problems

- Water level is a priority and must be kept at a level to allow water to flow through the skimmer boxes at all times. Failure to do this could result in enormous expenditure to you.
- No metal objects are to be allowed in the pool as it could cause corrosion marks
- No animals in the pool as this creates huge chemical imbalance
- Ensure regular water testing for PH level to prevent mould/fungus forming in the pool
- Vacuum at least once a week to keep pool clear of debris
- Regular checks of pump to ensure motor working correctly and efficiently (making funny noises could be a forerunner to a problem). Leaking or pooling water at the pump could mean cracked casing and will need attention
- Even if the pool is maintained for you, it is your responsibility to alert if any problems.

## Power

If your neighbours have also lost power contact Energy Australia. Otherwise check your fuse box to see if you have tripped the power. If so, reset the switch. If it trips again unplug all appliances from power points. Reset the fuse box and plug in appliances one at a time until faulty appliance is located.

Note: if this does not rectify the problem please notify our office.

Tenants will be required to pay for callouts where the faulty appliance belonging to them has caused the problem.

## Washing Machine

Check...

- That the power is connected
- That the water taps are turned on
- The load of clothes is not off balance or too high
- Lid is connecting with on/off switch when closing
- Hoses are securely attached
- If leaking, check hoses for splits

When all else fails, phone us during office hours. If late Sunday night and out of clean clothes, locate nearest Laundromat and phone agency on Monday.

## Water leaks

Water bubbling out of the ground could be a serious problem and could lead to further complications. Phone our office immediately.

### **Emergency Maintenance**

Emergency maintenance must be reported immediately. Please refer to "The New Tenant Checklist" (the booklet in your lease pack). All emergencies must be phoned through to the office as soon as possible.

### **General Repairs**

All general repairs must be reported to our office as soon as possible in writing, this can be via email or repair request form completed online or repair request form completed in our office.