

## SEASONAL TIPS AND MAINTENANCE

### SPRING MAINTENANCE

#### **CLEAN BALCONY TRACKS**

Along the edge of your balcony, there is a finishing strip of metal that should be checked each spring. Cleaning out any debris that may have become lodged between your balcony door and the metal threshold will prevent water from entering your suite and ensure it drains away from your home.

### SUMMER MAINTENANCE

#### **POPUP DRAINS**

At least twice each year, the popup drain in your bathtub should be unscrewed and buildup of hair should be removed.

#### **ENERGY RECOVERY VENTILATOR (ERV)**

ERV's form an integral part of the ventilation design. Without regular cleaning the filters and core can become clogged, limiting airflow throughout your home. The Core should be cleaned annually, and the filter every six months for optimal performance.

### FALL MAINTENANCE

#### **WINTERIZE EXTERIOR HOSE BIBS (OUTDOOR WATER TAP)**

If you have an Exterior Hose Bib, please complete the following steps to ensure that the hose bib will not split due to water freezing inside the tap.

1. Turn off the "interior shut-off valve" that services the exterior hose bib(s).
2. Disconnect any garden hoses.
3. Turn on the exterior hose bib(s). In addition, use the "back flow preventer" (at the exterior end of the hose bib) to release any remaining water in the waterline.

You can use a finger to lift or push the white plastic stem (or pin) inside the back flow preventer to drain the rest of the water, then leave the tap open.

As an extra precaution at the inside water shut-off a small nipple can be opened up (counter – clockwise) to release any access water from the water line, just make sure you have a small bucket under the shut-off to catch any water. After the line has been drained, make sure the nipple is replaced and tightened shut (clockwise).

### WINTER MAINTENANCE

#### HOW TO PREPARE YOUR CONDO FOR A WINTER TRIP

1. Turn off your main water shut off valves (to prevent leak)
2. Reset your thermostat
3. Inform your Property Management Office that you will be away. You may have to fill out a form to leave your contact information in case of emergency
4. Do not Turn off FCU; Check its filter
5. Ensure Windows and Doors are closed (to avoid freezing of pipes)
6. Unplug Electrical Appliances

#### LONGER TRIP

1. Stop subscription / Forward Mail at the Post Office
2. Make arrangement with a trusted person to visit and check your suite

### REGULAR MAINTENANCE

- **Dryer Lint Traps:** Your home is equipped with a secondary lint trap, located in the ceiling of your laundry area. These lint traps should be cleaned out each time to finish doing laundry. Blockages can increase drying time and humidity levels within your home.
- **Condensation & Ventilation:** Ensure a balance of moisture content in your home environment by using the ventilating system (kitchen and toilet exhaust), to prevent condensation.
- **Smoke Alarms:** Once a month, test your smoke alarm batteries by pressing and holding the test button for at least five seconds until you hear the beeps. Every 6 months, vacuum dust off your smoke alarms so they don't clog. Every year, replace your batteries.

### QUARTERLY MAINTENANCE

- **Fan Coil Filters:** Depending on your lifestyle, filters should be changed about every 3 months. Homes with smokers, pets, or residents with environmental sensitivities may need to change filters more frequently.
- **Check Your Windows:** Cranking awning windows open/close too hard may cause the joint to become loose or locked. Check your window to ensure they work properly. Talk to your Property Management about any issues with them.