Owner Maintenance Items

A perfect opportunity between seasons exists to have a number of maintenance items addressed that will not only save you money, but may keep you or a neighbor from having problems. We recommend, at the very least, these items be addressed. Remember, water seeks the lowest level and considerable damage can be done and you will be held responsible.

Maintenance Item	Date Checked	Date Serviced
1. Washing machine water hoses should be inspected annually for proper operation and condition. Rubber hoses should be replaced with steel braided hoses.		
2. Routine inspections and service of A/C units should be performed at the beginning of the heating and cooling seasons. Make sure the service you use includes checking Freon levels, cleaning **condensate lines**, coils, drain pans, etc. Filters should be replaced every three (3) months. It is highly recommended to pour bleach and/or hot water down the A/C drain line twice per year (if service does it, one additional time) as it is the responsibility of each owner to maintain this line.		
3. Water connections and valves to all fixtures and appliances, such as sinks, toilets and icemakers, should be inspected for possible leakage, corrosion and proper connection. Leaky faucets and stuck cut off valves should be repaired.		
4. Flapper valves in toilet tanks should be checked for leakage and proper seal.		
5. Villa temperatures should be maintained at a minimum setting and at a maximum setting depending on the time of year to prevent freezing and mildew in unoccupied villas.		
6. Cut off valves to toilets and breakers to the water heater should be turned off if the villa is unoccupied for long periods of time.		
7. Toilets should be checked to make sure that they are firmly attached to the floor and there is no leakage. A loose or wobbly toilet may cause the seal to leak.		
8. Dryer vents should be kept clean at all times.		
9. Perform regular inspections and make repairs as necessary to caulking at bathtubs, drain plugs, sinks, etc.		
10. *The average useful life for a water heater in our area is approximately ten (10) years. All water heaters older than ten (10) years should be replaced immediately.*		
11. Make sure you have a working fire extinguisher in your villa.		
12. Smoke detectors that are 10+ years old should be replaced. In addition, replace the batteries in your detector(s) in the Spring and Fall when the time changes.		

As buildings age, the potential for items to fail increases.