

Maintenance Checklist

Air Conditioning and Heating Unit Filters:

- Filters: Change or clean air filter at least every other month. This will not only help prevent problems with the system and but will also maximize the unit's efficiency and result in savings on the cost of power consumption. If your unit is equipped with a high velocity permanent filter, please vacuum the filter in lieu of replacing it.
- Exterior Condenser Unit: Keep exterior compressor unit free of leaves and debris. The exterior coils may be cleaned with a garden hose to help prevent failures.

Dishwasher:

- Detergents: Please use dishwasher detergents only in the machine. Other types of detergent and cleaners can cause damage to the unit or result in other undesired results.
- Before Loading the Dishwasher: Rinse all large food particles from dishes before placing these in the machine to prevent the dishwasher drain filter from clogging. Remove any broken glass or other solids from the bottom of the dishwasher prior to operation.

Oven-Range:

- Ceramic Cooktops: If your range is equipped with ceramic burners please DO NOT use abrasive cleaners on these! Special cleansers such as "BON-AMI" or "SOFT-SCRUB" products are required to prevent damage to the ceramic surface.
- Other Cooktops: Please clean the chrome drip pans regularly to prevent accumulation of solids. Do not operate the stove without the drip pans in place.
- Self-cleaning ovens: Always follow the oven cleaning instructions carefully. If you do not have instructions, please contact our office or download instructions from the Internet for your model. Do not place anything in the oven during the cleaning cycle.
- Continuous Cleaning Ovens: Please follow the instructions for cleaning. The surface can be damaged if abrasive cleaners, some commercial oven cleaners, or metal utensils or steel-wool based pads are used to scrape or clean the oven surface.
- All ovens: Please clean regularly, as accumulations of spilled food or grease can cause permanent damage to the surface and increase the risk of fire.

Ventilated Oven Hoods:

- Many models have a removable filter that can be cleaned with hot water. Some all-metal types can also be cleaned in the dishwasher. Frequent cleaning of the filter can help prevent grease fires and improve exhaust ventilation.

Refrigerator:

- Cleaning Coil Fan Intake Area: Vacuum/clean dust from the intake area located at the base of the refrigerator each month. This effort will save power and help prevent failure due to overheating.
- Temperature Settings: Keep temperature settings within the recommended range for your particular unit.
- Ice Maker: Please DO NOT disconnect or turn off the icemaker; many refrigerator models will not operate properly and could disable the automat defrost cycle unless the icemaker is operating.
- Interior Cleaning: Clean refrigerator interior with two tablespoons baking soda in 1 quart of water. A mild soap or detergent may be added if necessary.

Garbage Disposal:

- Proper Operation: Always run cold water while the disposal is in operation.
- Clogged Line: DO NOT place potato peels, fish bones, shrimp peels, watermelon seeds and similar types of refuse in the disposal. These items could become trapped under the blades, causing the unit to fail, or may clog the drain line.
- Danger! DO NOT USE DRAIN CLEANERS IN THE DISPOSAL!
- Blade Damage: Be certain that utensils, steel wool pads or other objects are not in the sink while operating the disposal.

