

# maintenance guide to your new home

## GFI OUTLET

Typically located in areas that have potential for moisture (baths & kitchens.) When overloaded it will shut off power to that area. When that happens, simply press the RESET button & power should be restored.



## BREAKER BOX

Breakers can trip for several reasons, causing part of your power to go out: severe weather, overloading, etc. If you open the box & see that one of the breakers is in a different direction, push it all the way to the OFF position (opposite the position of the other breakers,) and then back to the ON position so it is the same direction as the other breakers.



## GARBAGE DISPOSAL

If it stops running, a reset button at the bottom can be pressed. Not everything can be put into a disposal: DO NOT use to grind potato peels, thick fruit & vegetable skins, rice, fish tank gravel, etc.



## TOILET CLOGS

Every unit should have a heavy, mushroom-shaped plunger and know how to use it to clear toilet clogs as they arise. YouTube videos are helpful for learning how to clear a toilet clog with a plunger quickly & easily.



## WATER SHUT-OFF VALVE

Located under kitchen & bath sinks, behind toilets, and behind the washer/dryer, these can be turned to the "OFF" position in emergency situations to stop water from running during water leaks.



## WHAT ABOUT EMERGENCIES?

If you experience one of the following situations after business hours, please leave a message on, or text, our emergency line at (614) 595-6530 in addition to submitting the request in your portal. Emergencies include:

- No hot water
- No electricity (check with AEP power outage map first on their website)
- Major water leak or intrusion
- No operable toilet
- Frozen pipes
- No heat (if outside temp is less than 60 degrees)
- Security related issue like broken window or exterior door lock
- Wild animal in unit



## HEATING & COOLING

Maintenance regularly changes filters, generally over winter, spring, & summer breaks. Many A/C units have an on/off switch in one of the bedrooms. Keep the switch UP and ON or the A/C will not work.

If any part of the A/C makes a grinding noise or its pipes begin freezing/dripping, shut it off & make a maintenance request so it does not further damage itself.



## SUBMITTING REGULAR MAINTENANCE REQUESTS

All maintenance requests should be made through your portal. To access it, go to <https://inntownhomesapts.appfolio.com/connect/> The email you gave us on your application is your login.

