

LA SOLANA HOME OWNERS MAINTENANCE CHECKLIST

3.19.2020

A. Departure preparation checklist

- 1 If AC is left on set at 85-90 degrees.
- 2 **Shut off main waterline and relieve pressure at a faucet.**
- 3 Shut off power to water heater.
- 4 Empty ice from ice maker in frig.
- 5 Turn off icemaker.
- 6 Shut off power to appliances.
If you have an energy star frig, You may choose to leave it on.
- 7 Dispose of all perishable food.
- 8 Place plastic wrap over toilet bowl and shower drain.
- 9 Notify office of approximate departure and return dates and give your contact numbers.
- 10 Be sure you have completed and updated your Owner Info Sheet in the office.
- 11 Arrange for someone to check on your unit a couple times a month while you are gone.
- 12 Be sure the office has a contact # for you and anyone checking on your unit.
- 13 Bring in any mats or other decorations at your front door.
- 14 Clean any debris (leaves or pine needles) from your patio.
- 15 Bring all bikes from bike cage into your unit

B. Monitor and maintain your mechanical systems

- 1 Look for any water dripping from:
 - Faucets at sinks and showers.
 - Dishwasher, frig and washing machine supply lines.
 - Water tank and joints and valves around tank
 - Air conditioner condensation.
- 2 Dripping water supply lines at valves connections at the wall:
 - Toilets
 - Sinks
 - Dishwasher, frig and washing machine
- 3 Change your air filter at your AC/Heat unit often
(see instructions printed on your filter).
- 4 Check and replace your smoke detector and batteries on a regular basis
(see instructions printed on your detector).
- 5 Have your dryer vent cleaned
(frequency depends on unit location in building).
- 6 Replace your water heater every 8-10 years.

RENOVATIONS

Always inform the office of any renovation. Even if it is a minor renovation, there are things you need to know relative to mechanical systems located in walls. This is a requirement noted in both the La Solana Rules and Regulations (Art. IX, 2.2) and in the La Solana CC&R's (Art. VIII, 8.2). For example, a nail in a new baseboard can penetrate a water or sewer line and cause damage that may not immediately be noticed.