



A Better Property
Management Co., Inc.

Maintenance Self Help Guide

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These tips help you resolve common issues quickly and avoid an unnecessary service call.

Essential Tools to Have On Hand

- Toilet Plunger — your first defense against clogs. We recommend a quality plunger; a cheap one may leave you wondering if you need a plumber or just a better tool.
- Allen wrench or garbage-disposal wrench — useful for unjamming your disposal.

[Recommended plunger on Home Depot](#)

Garbage Disposal Care

- Press the red reset button under the disposal if it stops working.
- Use the disposal wrench underneath to unjam blades — never use your hands.
- If something small drops in, use a vacuum nozzle to remove debris safely.

Tip: To keep your disposal running well, never put non-food items down and avoid rice, coffee grounds, and oatmeal.



Leaks / Running Toilet

- Behind the toilet: turn off the shut-off valve if it keeps running — a running toilet can waste hundreds of gallons per day.
- Under sinks: locate and turn off the shut-off valves in case of leaks.



Gas Appliances

- Make sure your gas service is active.
- Contact your gas provider to safely light the appliance and ensure it is working properly.

Refrigerator / Freezer

- Avoid overfilling — leave space in the back so air can circulate.
- If ice builds up: lay a towel on the floor in front of the fridge to catch melt water, then unplug for 2-4 hours to defrost before plugging back in.

Breaker-Box Basics

- If part of your unit loses power: first check with your utility provider to rule out an outage.
- Locate the breaker box (closet, hallway, or outside).
- Flip any middle-position switches fully off, then back on.
- If breakers keep tripping, or power does not return, contact management.

Safety Devices

- Smoke and Carbon Monoxide Detectors: Test monthly by pressing the button. Report any missing or non-working detectors.

HVAC / Air Filters

- Replace or clean filters every 1-3 months.
- If heating or cooling issues persist after changing the filter, report them.

Drains

- Do not pour grease, coffee grounds, or wipes down drains.
- Use a hair catcher in showers and tubs.
- If a drain has an odor, freshen it naturally by pouring in a cup of baking soda followed by a cup of white vinegar — let it fizz for a few minutes, then flush with hot water.
- Notify management if a drain is not draining after you have tried the above.