



# CLUB OCEAN VILLAS 1 CONDOMINIUM ASSOCIATION

7590 Ritchie Highway • Glen Burnie, MD 21061

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## Maintenance Suggestions

1. Keep the condensate line from your air conditioner unit clean and unclogged.
2. Clean the furnace filter twice a year.
3. Use the kitchen disposal periodically to prevent the equipment from "freezing up."
4. Fill the bottom of the dishwasher with about 1 gallon of water when not being used for extended periods of time.
5. Turn off the water supply at the valve in the kitchen closet where the washer/dryer and furnace are located if your unit will not be used for an extended time.
6. Check the floats in the toilet tank to be sure they have no cracks or damage in order to avoid spill-overs.
7. Have the hose inside the washing machine checked for splits or clogged check-valves.
8. Inspect the tub overflow drains to be sure they are installed correctly.
9. Install approved storm doors to help prevent rust on the front entry doors.
10. Install a switch to operate the hot water heater rather than using the circuit breaker.
11. Cap off the shower head in the large bathroom or install a carousel curtain.
12. Always leave your heat set at at least 50 degrees in the winter.
13. Leave cabinet doors open during the winter when the unit is not occupied.
14. Drain the toilets and put anti-freeze in them if the unit will be vacant during the winter.
15. If you turn off the refrigerator during the winter, be sure to leave the door open to prevent mold.
16. Install an electric photocell in the light by your entry door which will help you enter. The light will go on at sunset and remain on until sunrise. Leave the interior switch in the on position to take advantage of this appliance.
17. Because common lines are used, leave the door to your dryer open when not in use in order to avoid rust and/or mildew.
18. Low-level lighting can be installed in the courtyard to provide light that may be blocked by the fence.