

Common Service Requests and Questions You Should Ask

Garbage Disposal

1. Did you try the red reset button on the bottom of the disposal?
2. Is it humming? Y/N
3. Is it leaking? Y/N

Toilet

1. Which bathroom?
2. Is it flushing? Y/N
3. Is it leaking Y/N If yes where? Tank? Floor? Wall?
4. Is it hissing/running? Y/N
5. Do you need a toilet seat?

Outlets

1. Is there a light fixture in the room? If not the outlet is probably hooked up to the wall switch and will not work until the switch is turned to the on position.
2. Does the outlet look burned or have black on it?
3. Are the outlets next to it not working?
4. Have you hit the GFI reset button in your kitchen and bathroom?

Faucets/Sinks

1. Where is the faucet located? Kitchen, Hall Bath, Master Bath
2. Is it leaking Y/N If yes at the faucets, at the or under the cabinet?
3. Is there water coming out of the spout?
4. Can you shut the faucet off? Y/N

HVAC

1. Is the fan running? Y/N

2. Is the air coming out hot/cold? Y/N
3. Can you hear the unit or condenser coming on? Y/N
4. What is the temperature in your apartment?

Dishwasher

1. Is it leaking? Y/N
2. What type of soap was used? *Dishwasher Soap* or *Dishwashing Soap*? *Dishwashing* soap will cause the dishwasher to overflow.
3. Is the door closing properly? Y/N
4. If the dishes are not getting clean, are they installed correctly? Is anything blocking the spray tower? Was the door opened before the cycle was complete? Y/N

Refrigerator

1. Is the lower compartment cold? Y/N
2. Is the upper compartment cold? Y/N
3. Is it leaking? Y/N

Range

1. Are the burners getting hot? Y/N If not, which one isn't?
2. Is the oven getting hot? Y/N
3. Is there any foil on any part of the range? Y/N

Water Heater

1. Is the tank leaking? Y/N
2. Is there any hot water? Y/N
3. Is the hot water lasting less than 5 minutes? Y/N

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