

## **MAINTENANCE GUIDE LINES**

### **1. UNIT OWNER AIR CONDITIONING**

- Diagnose but not treat (*no charge*)
- Supply water unit (*no charge*)
- Replace hoses when requested (*no charge*)
- Replace filters when requested (*no charge*)
- Replace water valves when bad (*no charge*)
- Exhaust fan troubleshooting (*no charge*)

### **2. APPLIANCES CHARGE**

- Unclog washing machine trap

### **3. ELECTRICAL WORK IN APARTMENTS CHARGE**

- Replacement of light bulbs (*charge plus cost of parts*)
- Replacement of fuses in bathroom and kitchen ceiling lights (*charge plus cost of parts*)
- Replacement of ballast (*charge plus cost of parts*)
- Replacement of ceiling panels (*charge plus cost of parts*)

### **4. ELECTRICAL NO CHARGE**

- Diagnose but not cure jobs that require a permit
- Check and reset breakers

### **5. PLUMBING TO UNITS CHARGE**

- Change toilet tank parts such as: flapper, washers, triple seals and flush valves. (*This applies only to original toilets. For different models, resident may need to supply parts*)(*charge plus cost of parts*)
- Garbage disposal diagnose but not replaced
- Unclog sink in both kitchen and bathrooms also toilets, there will be a charge every time they are reported
- Replacement of supply tubes to sinks and toilets (*charge plus cost of parts*)
- Dish washer to disposal connector and reset

## **6. PLUMBING NO CHARGE**

It is recommended that toilets more than 15 years old be changed for new ones.

- Diagnose but not cure jobs requiring permits
- Main stack stoppage
- Dirt in plumbing fixtures due to main riser shutdown for building reason

## **7. BALCONIES, GLASS DOORS AND WINDOWS NO CHARGE**

- All repairs to balcony walls, ceiling, post, rails, inserts and repaint when repairs are done
- Repair of glass doors and replacement of glass, weather stripping, track, wheels, lock and handle
- Balance rods in windows
- Broken glass in windows
- Weather stripping in windows

## **8. CARPENTRY NO CHARGE**

- Front door repair or replacement
- Kitchen hallway door repair or replacement

## **9. PAINT NO CHARGE**

- Outside of kitchen door
- Outside of front door
- Balcony

## **10. KEYS AND LOCKS CHARGE**

- Mail box lock
- Common area key

## **11. HURRICANE SHUTTERS**

- Complete maintenance, repairs or replacements  
(No charge)

*-Shutters are inspected once a year prior to hurricane season in order to fix or correct any malfunction. Unit owners are encouraged to report any noticeable problem with their shutters to the maintenance department.*

## **12.JOBS NOT DONE BY THE TOWERS**

- Debris removal
- Furniture removal from balconies
- Installation of water filters
- Installation or repairs of shelves
- Floor removal, tile repair, replacement or installation
- Wax on floor to units
- Shades, blinds, curtain installation or repairs
- Demolition
- Structural change to unit
- A/C problems other than mentioned before
- A/C System duct repairs or clean-up
- Floor removal
- Appliance removal
- Appliance repairs
- Appliance installation
- Replacement of appliances
- Replacement of garbage disposal
- Repairs to cabinets
- Wall replacements
- Apartment painting
- Painting inside part of unit door
- Door knobs, locks or duplicate keys
- Repairs on any none standard equipment in any apartment when parts need to be purchased and are not in our usual stock
- Any diagnosed but not treated item

### **CHARGES ARE AS FOLLOWS:**

- \$10.00 up to 30 minutes for maintenance work in units and parts are charges at Towers cost.
- \$7.50 for Window Screens
- \$167.50 for new screen door including installation
- \$60.00 for rebuilt screen door including installation
- \$65.00 for mailbox cylinder and 2 keys including installation

The Towers maintenance department takes care of the common elements as well as limited work in the units. Work orders issued to the maintenance workers are performed in the order in which they are received with the exception of any emergency situation such as floods, power outages and or fires.

Please allow up to 48 hours for the maintenance department to complete requested work in your unit unless any additional delay is notified.