



Condominium Maintenance Guide

PROTECT YOUR INVESTMENT. REDUCE LIABILITY.

Protecting Your Unit

One of the best ways to protect your investment as a condominium owner is to regularly monitor and maintain your unit and its components. However, we realize it's not exactly common sense knowing what to look for and when.

We have compiled a list of common maintenance items to help you better protect your home, reduce liability, and increase safety. By checking and repairing these small items, you can drastically reduce your costs by being proactive rather than reactive.

PLUMBING & MOISTURE

Moisture is one of the worst offenders for causing significant damage to condominium units. Unfortunately, hidden issues in your unit could affect your neighbors and become your expense. Taking a quick walk around your home can go a long way.

■ Upgrade Water Shut-Off Valves

Compression or gate valves used in older homes incorporate rubber parts that deteriorate and are prone to leaking. We suggest having a plumber upgrade these to 'quarter-turn' style valves under your sinks, behind toilets, and at washer/dryer hookups.

■ Check for Loose Toilets

Loose toilets are serious offenders for hidden leaks that affect the unit below. Place your leg against the side of the toilet and apply pressure. If it moves, it must be tightened or reseated. Always look for signs of moisture around the base.

■ Listen for Running Toilets

A constantly running toilet stresses the plumbing system and increases water costs. Toilet tank parts are generally inexpensive and easy to replace.

■ Test for Hidden Sink Leaks

Fill sinks halfway with water, then drain them. Shine a flashlight under the sink and feel around the drainpipes and valves for moisture while the water is draining.

■ **Maintain Grout & Sealant**

Grout and sealant keep a watertight seal in bathrooms. Missing or deteriorated sealant can cause major water damage and mold in your unit and the unit below, often requiring complete shower replacement. Monitor these areas regularly and replace sealant around shower joints annually.



WATER HEATER

Hot water tanks usually leak to let you know they have reached the end of their life. Depending on its location, this can cause serious water damage to the living space.

■ **Monitor the Age**

Water heaters deteriorate from the inside out, so looking at the exterior tells you very little. The average lifespan is 8-12 years. It is strongly advised to consider replacement if your heater is more than 15 years old.

■ **Install Leak Detectors**

Drip pans contain leaks, but piping them to the exterior isn't always possible in a condo. You can purchase inexpensive water leak detectors that sound an alarm or alert your smartphone when moisture is detected, saving you from major damage.



ELECTRICAL SAFETY

When it comes to electricity, safety is paramount. Keep you and your occupants safe with these routine checks:

■ **Test GFCI Receptacles**

GFCI outlets are required in bathrooms, kitchens, garages, and outside. Test them regularly: press the "TEST" button (it should click and cut power), then press "RESET" to restore power. If this fails, the outlet must be replaced.

■ **Replace Corroded Outlets & Switches**

In Hawaii's coastal environment, corrosion is common. Signs include difficulty plugging things in or an arcing sound from switches. Corroded outlets should be replaced immediately.

■ **Check Cover Plates & Smoke Detectors**



DRYER VENT MAINTENANCE

Lint buildup in your dryer hose and vent duct reduces airflow, increases dry times, and is a known fire hazard.

■ Clean Annually

Pull the dryer away from the wall, disconnect the large hose, and clean it out completely at least once a year.

■ Limit Hose Length

A hose longer than needed with twists and turns reduces efficiency and increases clogs. Shorten it and keep it as straight as possible. Vertical exhaust runs require even more frequent cleaning.

5 Warning Signs It's Time to Clean Your Vent

1. Clothes take longer and longer to dry
2. Clothing and the outside of the dryer are very hot
3. You notice a burning smell
4. The exterior vent hood flap doesn't open properly
5. It's been longer than a year since your last cleaning



AIR CONDITIONING

Air conditioners are complex machines. We recommend professional servicing every 6-12 months. However, you must perform these basic DIY tasks:

■ Change the Air Filter

Locate the filter (usually on the side of the air handler) and replace it regularly with the correct size. Write the installation date on the edge of the new filter.

■ Inspect Exterior Pipe Insulation

Check the insulation on the condensing unit outside. If it is missing or degraded from sun exposure, replace it to maintain efficiency.



GARAGE SAFETY

The safety features of the occupant and overhead vehicle doors are critical to keep you and your guests safe.

■ Self-Closing Occupant Doors

Doors connecting the garage to the living space must be self-closing to keep harmful fumes out. If your spring hinges aren't closing the door fully, they can be easily adjusted or replaced with parts from a local hardware store.

■ Test Garage Door Spring Tension

Bring the overhead door halfway up and pull the manual disconnect. The springs should hold it stationary. If the door drops rapidly, the springs need adjustment or replacement by a professional.

■ Check Photo-Electric Sensors

Press the button to close the door. As it comes down, wave your foot in front of the sensors (which must be within 6 inches of the ground). The door should reverse immediately.

■ Test Pressure-Sensitive Reverse

Put very slight pressure on the bottom of the door while it is closing. It should reverse automatically. If it fails, consult the opener's manual to adjust the sensitivity.

Thank You!

FOR TRUSTING THE EXPERTS

Obviously, there are major components to a home that require specific expertise, training, and experience to inspect. We hope this guide helps you be proactive about addressing issues before they cause harm or damage.

Note: Some of these items may pose a reasonable risk to inspect. We do not suggest anyone except a qualified professional do anything that could be deemed unsafe.

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