

Owners - checklist

Living room	<ul style="list-style-type: none"> <input type="checkbox"/> Turn down heat or air conditioning when not in use <input type="checkbox"/> Close blinds in the summer heat to conserve energy use/cost <input type="checkbox"/> Close windows in heat or cold to conserve costs and energy use <input type="checkbox"/> Check seals around windows
Decks	<ul style="list-style-type: none"> <input type="checkbox"/> Never use drains in balconies <input type="checkbox"/> Ensure that gas is turned off in BBQ's and at the wall source <input type="checkbox"/> Never hang things on the outside glass or on the ledge <input type="checkbox"/> Do not cover vents
Kitchen	<ul style="list-style-type: none"> <input type="checkbox"/> Consider changing water lines under sinks <input type="checkbox"/> Consider changing out water mixer valves in warranted faucets <input type="checkbox"/> Change out filters in fridges <input type="checkbox"/> Clean dishwashers and inspect seals and change lines <input type="checkbox"/> Do not put grease down drains
Bedrooms and bathrooms	<ul style="list-style-type: none"> <input type="checkbox"/> Check shower caulking and consider caulking edges <input type="checkbox"/> Check shower grout and consider re grouting <input type="checkbox"/> Consider changing mixer valves in warranted shower faucet <input type="checkbox"/> Do not cover fire alarm speakers
Water	<ul style="list-style-type: none"> <input type="checkbox"/> Know how to shut off your water in emergencies <input type="checkbox"/> Clear a path to the unit shut off valves <input type="checkbox"/> Open shut off valve doors or make it easy to open in an emergency <input type="checkbox"/> Test your shut off valves annually <input type="checkbox"/> Shut off your water when away for an extended period of time
Heating/Air Conditioning	<ul style="list-style-type: none"> <input type="checkbox"/> Change heat pump filter <input type="checkbox"/> Have your heat pump inspected and maintained annually <input type="checkbox"/> Consider removing door sweeps (improves air circulation and fresh air) <input type="checkbox"/> Close the door to your laundry/heat pump room <input type="checkbox"/> Clean your dryer trap <input type="checkbox"/> Clean trap lint in washing machine
Safety and Security	<ul style="list-style-type: none"> <input type="checkbox"/> Change batteries in smoke detectors <input type="checkbox"/> Change batteries in keyless entry systems <input type="checkbox"/> Lock your car doors in the parkade <input type="checkbox"/> Do not leave valuables in plain sight <input type="checkbox"/> Do not leave fobs in your vehicles <input type="checkbox"/> Lock all bicycles in storage lockers <input type="checkbox"/> Familiarize yourself with fire exits and procedures <input type="checkbox"/> Leave the building upon hearing a fire alarm <input type="checkbox"/> Do not let anyone into the building that you do not know <input type="checkbox"/> Fire Alarm tests are done monthly <input type="checkbox"/> Make sure doors close behind you <input type="checkbox"/> Wait for the parking gate to close (8 seconds)