Revised: January 19, 2012

WHO

- All residents are responsible for proper use and care of the drains in sinks, tubs, and toilets.
- All residents are responsible for promptly reporting any problems with their drains to the FIXIT office. This
 includes drips, leaks, slow draining water, and water stoppages. Maintenance service is FREE unless the
 damage is caused by a resident's misuse or abuse. Failure to report needed maintenance is misuse and
 may result in a charge!!!
- Improper use of the drains can cause a lot of problems in your apartment and even in your **neighbors' apartment**! You can be charged for damage (in your apartment or another one) if your misuse causes the damage in another apartment.
- If you are asked not to use your water while repairs are being made (in your apartment or another one), you must comply with this request.

WHAT

Proper drain care is very important. Drain stoppages can be extremely messy and are always inconvenient. It is your responsibility to ensure that everyone in your household knows what proper drain care means.

WHERE

ALL DRAINS

- Do NOT ever use a commercial drain cleaning product. These products can damage pipes and are a hazard to plumbers that may have to work on your drains.
- Residents are permitted to try and clear a drain stoppage ONLY by using a plunger.
- Remember, maintenance is FREE so call the office at the first sign of problems i.e. leaks, drips, water that is draining slowly, and so on.

KITCHEN DRAINS

- Oils and grease CANNOT be poured down the drain. These items should be poured into an empty can or other container and disposed of in your trash.
- Dishes should be scraped into your trash before washing. Always avoid getting food particles in your drain.
- Residents with fish tanks must take care not to allow gravel, plants, and other items to enter the drain.
- Never remove the strainer from your drain prior to emptying your sink. The strainer is there to catch foreign particles before they enter the drain.

BATHROOM DRAINS

- Never remove the strainer from your drain prior to empty your sink or tub. The strainer is there to catch foreign particles, hair, and other items before they enter the drain. In your tub, it is especially important to keep hair from entering the drains.
- Residents that wash small clothing items in the sinks or tubs must take care not to allow these items to slip down the drains.
- Residents with fish tanks must take care not to allow gravel, plants, and other items to enter the drain.

TOILET

- Children should not be allowed to play unsupervised in the bathroom for many reasons. One of those reasons is that they sometimes like to flush toys, paper, and other items down the toilet.
- The ONLY thing that should be flushed down the toilet is toilet paper. Do NOT flush paper towels, disposable
 diapers, feminine needs, or any other items down the toilet EVEN IF THE DIRECTIONS ON THE PRODUCT
 SAY IT IS OK TO DO SO.

WHY

- Proper use, maintenance, and care of the apartment is a condition of your Lease Agreement.
- What you do or do not do can affect your neighbors as well as yourself.
- You can be charged if you do not comply with proper care and procedures.