

K.P.W Service Association, Inc.

TO PREPARE YOUR HOME BEFORE GOING AWAY YOU SHOULD:

TURN BREAKER OFF TO STOVE.

TURN BREAKER OFF TO WATER HEATER.

TURN OFF MAIN WATER SHUT OFF VALVE TO HOUSE.

POUR A BUCKET OF FRESH WATER INTO DISHWASHER.

HAVE A NEIGHBOR CHECK YOUR REFRIGERATOR EVERY WEEK IF YOU ARE LEAVING FOOD.

IF YOUR REFRIGERATOR IS EMPTY: UNPLUG, DRY IT OUT AND PROP BOTH DOORS OPEN.

----- FOR YOUR A/C -----

IF YOU SET YOUR HUMIDISTAT TO ON WHEN YOU ARE HOME:

- WHEN YOU GO AWAY FOR 30 DAYS OR MORE -

SET HUMIDISTAT TO 65% - 70%

THERMOSTAT FAN SWITCH TO AUTO

SYSTEM SWITCH TO COOL

TEMPERATURE TO 60°

- WHEN YOU RETURN -

**SET HUMIDISTAT BACK TO ON AND SET YOUR THERMOSTAT TO THE PREFERRED
TEMPERATURE.**

******* OR *******

IF YOU SET YOUR HUMIDISTAT TO OFF WHEN YOU ARE HOME:

- WHEN YOU GO AWAY FOR 30 DAYS OR MORE -

SET HUMIDISTAT TO 65%

THERMOSTAT FAN SWITCH TO AUTO

SYSTEM SWITCH TO COOL

TEMPERATURE TO 85°

- WHEN YOU RETURN -

**SET HUMIDISTAT BACK TO OFF AND SET YOUR THERMOSTAT TO THE PREFERRED
TEMPERATURE.**

******* IF YOU DO NOT HAVE A HUMIDISTAT:**

SET THE THERMOSTAT BETWEEN 83° AND 85°

----- MOST IMPORTANTLY -----

**MAKE ARRANGEMENTS FOR SOMEONE TO CHECK ON YOUR HOME
AT LEAST ONCE A MONTH.**

Before you call for service, please do the following: **If your A/C is not working...**

- **Check the breakers:**
Both breakers (A/C & Heat) must be on for your air conditioner to work.
- **Check your thermostat and/or humidistat settings:**
The office can help you over the phone if you are unsure of the proper settings. Please follow their instructions and be patient with them. They are trying to save the association money and avoid having to back charge the members for unnecessary service calls.
- **A/C is running but barely blowing air:**
Have you changed your filter? Filters should be changed or cleaned once a month. If your filter is dirty the air can't flow through. If you are getting air in some rooms but not others, you may have a duct problem. K.P.W. does not cover filters or duct work.
- **Noise coming from your A/C:**
If you have recently changed your filter, remove it and place it back. If the filter isn't placed just right, sometimes the A/C will make a noise every time it turns on & off. If you hear a beeping sound, make sure it's not coming from your smoke detectors or doorbell.

For all other appliances...

- **Check the breakers:**
Make sure that **all** breakers are on and appliances are plugged in.
- **Check the settings:**
Make sure that you are using the correct setting for each appliance.

- **Refrigerators & Icemakers:**

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| Doors won't close: | Check for items that may be blocking the door. |
| Not making ice: | Make sure that the icemaker and water to the refrigerator is on. Also make sure the freezer temperature is set low enough to make ice. |
| Not dispensing ice: | Make sure the ice bin is in all the way & check for cubes that may be jammed. |
| Leaking water: | Make sure water bottles in the refrigerator are not leaking. |

- **Water Heaters:**

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| No hot water: | Check your timer or wall switch if you have one. |
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- **Range & Microwave:**

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| Not working: | Make sure they haven't been unplugged. |
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- **Dishwasher:**

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| Not cleaning dishes: | Run dishwasher with a cup full of vinegar and no soap. Also make sure you're not using old soap. |
| Not starting: | Check the timer setting; you may have turned it too far. |

- **Washer:**

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| Not filling: | Make sure the water is turned on. |
| Not dispensing fabric softener: | Clean out the fabric softener dispenser. |
| Not spinning: | Make sure you close the lid. For safety, washers won't spin with the lid open. |

- **Garbage Disposal:**

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| Not working: | Try pushing the reset button on the bottom or on the side of the disposal under the sink. |
| Bad smell: | Put ice in the disposal and grind it up. |

Following these directions will save you and the association money.
Thank you for your cooperation.