



Hughes Real Estate, Inc.

Residential & Commercial Property Management

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MONEY-SAVER ** CHECK-LIST

Here are some tips to help you save money on your resident repair expenses.

- 1) Change your furnace filters once each month (or, at a minimum, every 3 months). Measure the outside edges to find the dimensions, then pick up replacements at your nearest hardware store (i.e. Round Barn True Value, Menards, Lowes). This will hold down your utility bills, give you cleaner air, and give you trouble free service too.
- 2) To install the filter, take the door off the front of the furnace (after turning the power to the furnace off). There should be two doors inside the furnace that pull out. After removing these doors, reach up and pull out the old filters. Re-insert two new filters, then the two doors, then the outside door. Some furnaces require you to find the air intake - a large grill in the wall or ceiling. Loosen two fasteners and the grill will fold down/out. The old filter will lift out and the new filter can be dropped in. Throw the old dirty filters away. Re-fasten the grill until next time. *Hint: if you'll buy four (4), then you'll always have the extra ones to remind when it's time to change, and you can save an extra shopping trip.*
- 3) Loose doorknobs are annoying and they make your home less secure. To tighten them, look for two screws between the doorknob and the door on the inside. Tighten these with a Phillips screwdriver. Some knobs can be tightened by turning the metal plate next to the door clockwise.
- 4) If you don't have any hot water. Check your hot water heater. You may just need to follow the instructions on the unit regarding restarting the pilot light.
- 5) Water can be your worst enemy. Anytime you find plumbing backing up or signs of leakage, TURN ALL WATER OFF. At the meter, take pliers and turn the valve clockwise. It is difficult, but necessary. In the house remember, all drains are connected to the main drain. A stoppage there will cause toilets, showers, dishwashers, and clothes washers to back up. Continued operation of any of these will make the overflow worse. Until the blockage/leak is found and corrected, DON'T USE ANY WATER. To clean up flooded floors, rent a carpet shampooer and use it to suck up water. It's the easiest, fastest and cheapest way to get things back to normal.
- 6) For sewer stoppages, find the "clean out". It will be a round white pipe with a screw-type plug in it (usually located in the back yard). Unscrew the plug and run a "snake" down the pipe as far as you can. Then do the same "up-stream" toward the house. If that doesn't work, try running a hose down and up, using water pressure to clear the pipe. This can save you a plumber's call and save time.

- 7) All electricity in the house comes through the circuit breaker box. You can usually find it in the garage/utility room opposite the spot on the outside wall where the electric meter is installed. Or it can be in the hall. Open the outside door to the breaker box and look for any switch which is out of line with the others. Flip it back and forth like a light switch to reset. If you wish to disconnect a particular circuit, turn the light on in the room or plug a radio into a wall socket. Next, flip the switches until the room light or the radio goes off. That tells you there's no current to that plug or light. Repeat this until you've disconnected the desired circuit.
- 8) In older electric systems, incoming power is divided into branch circuits at a *Fuse* Box. Each circuit is protected by one or more fuses containing a metal strip that melts and breaks when the flow of current exceeds the circuit's capacity. In a plug fuse, the metal strip is visible through a plastic window. An overload breaks the strip; a short circuit discolors the window. A blown cartridge fuse shows no sign of damage.; test it with a continuity tester. Keep spare fuses handy near the fuse box. **Always replace a fuse with one of the same amperage.**
- 9) **CAUTION: DON'T PERFORM ELECTRICAL REPAIRS IF YOU ARE NOT QUALIFIED!**
- 10) If your furnace or A/C unit doesn't work, before calling B&C Home Repairs (Brad Frazier), turn the unit off at the thermostat on the wall. Leave for 5 minutes then turn it back on.
- 11) Screens are expensive. If you need to clean the outside of windows, lift the screen up and swing out the bottom, then drop it out of the slot . Reverse the process to re-install the screen. Don't use force.
- 12) If all else fails call Brad Frazier at B&C Home Repairs - 217/ 359-0892