

*The Association of Landmark Condominiums, Inc.*

*Homeowners Association*

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OWNER PREVENTIVE MAINTENANCE

To help prolong the useful life of the elements of your unit as well as the common elements that could be affected. We have come up with a few suggestions you might want to consider.

AIR CONDITIONING

CHANGE FILTER – MONTHLY OR AT LEAST QUARTERLY

COIL CLEANING, CONDENSING UNIT CLEANING SERVICE - ANNUALLY

DRYER VENT CLEANING – ANUALLY

EXTERIOR DOORS AND WINDOWS

CHECK CAULKING – SEMI-ANNUALLY AND RE-CAULK IF NECESSARY

ELECTRICAL

IF EXPERIENCING ANY PROBLEMS WITH BREAKERS TRIPPING HAVE ELECTRICAL CONTRACTOR CHECK OUT YOUR BREAKER BOX AND YOUR MAIN BREAKER THAT IS LOCATED OUTSIDE BELOW THE METER.

PLUMBING

NO SOLIDS OR GREASE SHOULD BE PUT DOWN DRAINS. GARBAGE DISPOSALS SHOULD BE REMOVED TO PREVENT PIPE BACK-UPS AND EXTEND THE USEFUL LIFE OF THE COMMON PIPES. CHECK TO MAKE SURE TOILETS ARE NOT RUNNING, THAT FLAPPERS AND FLOAT VALVES ARE IN PROPER WORKING ORDER. CHECK TANK BOLTS THAT THEY ARE NOT CORRODING AWAY. CHECK TRAPS TO ENSURE THEY ARE NOT LEAKING INTO CABINETS. CLEAN BATH-TUB DRAINS AND SINKS, CLEAN HAIR FROM THEM TO ENSURE PROPER DRAINING. ALL PLUMBING FIXTURES SHOULD HAVE BRAIDED STAINLESS-STEEL SUPPLY LINES FOR ALL FAUCETS, TOILETS, ICE MAKERS AND WASHING MACHINES AND SHOULD BE CHANGED OUT EVERY FEW YEARS. CHECK THE STOPS/VALVES AT ALL FAUCETS AND TOILETS AS MANY HAVE LEAKED RECENTLY AND CAUSED CONSIDERABLE DAMAGE TO UNITS. IF IT IS GETTING OLD, PROBABLY NEEDS TO BE REPLACED.

LOCKS

LUBRICATE ALL LOCKS WITH A GRAPHITE LUBRICANT – SEMI-ANNUALLY