

Open Gate Management Company

A regular schedule of seasonal maintenance can put a stop to the most common and costly problems before they occur. Following good maintenance practices is the best way to preserve your investment. We have put together a checklist* to help you effectively maintain the systems in your home. We encourage you to hire a qualified professional to assist you with your maintenance responsibilities.

Task	Frequency	Date Completed
Clean Range Hood Filters	Monthly	-
Test GFI by pushing the test button which should cause the reset button to pop up.	Monthly	
Check your home for trip hazards	Monthly	
Vacuum Bathroom Fan Grill	Monthly	
Vacuum Fire and Smoke Detectors (dust and spider webs can prevent them from functioning) *Remember to replace smoke detector every 10 years.	Monthly	
Vacuum radiator grills on back of refrigerator/freezer and clean drip trays	Quarterly	
Check all faucets for signs of dripping and change washers as needed. *Faucets requiring frequent replacement of washers may require a new faucet to be installed.	Quarterly	
Clean drains in the dishwasher, sinks, bathtubs and shower stalls. *recommend using a drain screen to prevent hair and drebris from entering the drain.	Monthly	
Test plumbing shut-off valves to ensure they are working and to prevent them from seizing.	Semi Annually	
Disconnect the duct to the dryer and vacuum lint from duct (the areas surrounding you clothes dryer and dryer vent hood)	Annually	
Have heating/cooling system serviced by a qualified service company as often as necessary.	Typically serviced in Fall and Spring	
Check/Clean or Replace Heating Unit air filters.	Monthly during heating season	
Check gauges on all Fire Extinguishers. Recharge or replace if necessary.	Annually	-
Check toilets for repair. *if you hear your toilets cycling water you may need repair. Please contact a plumber.	Annually	-
Have Water Heater Serviced to prevent leaks and component malfunctions.	Annually	-
Inspect Dishwasher Hose	Annually	-
Inspect Washing Machine Hose and Pan	Annually	-

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Water alarms are a great tool for homeowners that live in condominium buildings. Early detection is key to minimal loss in your unit and units below. Water alarms can be purchased at most stores including Wal-Mart, Home Depot and on Amazon.

Water alarms can be placed on or around the following areas:

- a.) At the base of the water heater
- b.) Under the air conditioning unit
- c.) In the washing machine pan
- d.) Under the kitchen sink water supply lines
- e.) Under the bathroom sink water supply lines

Window Screens and window repair: Window screens, repair and replacement of windows are the responsibility of the unit owner. Please see the contractor information below.

Window Screens: Blaine Windows in Silver Spring MD. You may contact them at 303-565-4949.

Window Repair: Installation Services in Laurel MD. You may contact them at 844-385-7663.

For plumbing and HVAC service quotes you may call;

John G. Webster located in Beltsville MD at 202-783-6100.

Magnolia Plumbing Heating and Cooling located in Washington DC at 888-829-8510.

***This is not a comprehensive list and there may be items that are not included in this list that you are responsible for.**

****This list is strictly for informational purposes and should in no way be considered a recommendation of any particular vendor/contractor. Homeowners may use any licensed professional that they choose to service their unit.**