



# FIXT



Solve five common  
problems in five steps in  
less than five minutes.

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# 01: Circuit Breaker

## Resetting a Circuit Breaker

### STEP 1:

Locate the area without power and turn off and unplug all devices.

### STEP 2:

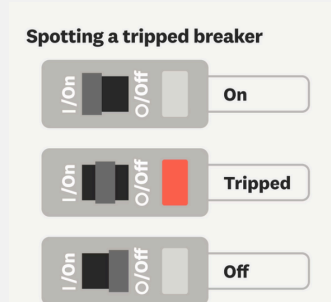
Locate the circuit breaker panel. This could be behind a door.



### STEP 3:

Locate the breaker that is in the “OFF” position.

You may notice that a tripped breaker may not be flipped all the way to the left or the right.



### STEP 4:

Flip the tripped breaker fully to the “OFF” position.

Flip the breaker to the “ON” position.

### STEP 5:

Return to the area that was previously without power, plug in a device and see if the power has been restored.

## When to submit a service request?

When you have reset the tripped circuit breaker twice, and power has not been restored to the area.

# 02: Garbage Disposal

## Resetting a Garbage Disposal

### STEP 1:

Make sure the garbage disposal switch is in the OFF position - This is either a button near the sink or a switch similar to a light switch.

### STEP 2:

Locate the garbage disposal under your kitchen sink.



### STEP 3:

Locate the **RED** reset button on the bottom of the disposal.



### STEP 4:

Press the **RED** reset button.

### STEP 5:

Turn the garbage disposal switch to the "ON" position to test the disposal. If the disposal does not reset after pressing the reset button, wait 10 minutes and try again.

### NOTE:

To avoid garbage disposal issues, **ONLY** put small food scraps into the garbage disposal.

## When to submit a service request?

When you have tried to reset the garbage disposal twice, and it is not working.

# 03: GFCI Outlet

## Resetting a GFCI Outlet

### STEP 1:

Identify which GFCI outlet in your apartment is not working.

### STEP 2:

Turn off and unplug all devices from the outlet that is not working.

### STEP 3:

A GFCI outlet has two (2) buttons in the middle. One will say “RESET” and the other will say “TEST”.



### STEP 4:

Press the RESET button located in the middle of the GFCI Outlet.



### STEP 5:

Plug the device back into the outlet that was not working to ensure that there is now power.

## When to submit a service request?

When you have followed the steps above twice and the outlet is still not working.

# 04: Thermostat

## Setting a Thermostat

### STEP 1:

Locate the thermostat in your apartment and look for the MODE button or switch. The controls may be behind a cover panel. This will show options of OFF, COOL, or HEAT.

### STEP 2:

Select the mode that is best for the season and your needs.

### STEP 3:

The screen will show the Room Temperature and the Temperature Set Point. Set the desired temperature using the "UP" and "DOWN" buttons.

For AC: The set point will need to be higher than the room temperature.

For Heat: The set point will need to be higher than the room temperature.

### STEP 4:

Locate the FAN control button or switch and set to AUTO.

### STEP 5:

It will take 30 minutes for the system to reach the set point, and you should gradually see the room temperature change.

### NOTE:

Don't turn off the AC or heat while away - it takes more energy and time to reach temperature than if you leave it at a moderate setting. See recommendations:

Summer: 72 degrees at home & 75 degrees when away

Winter: 68 degrees at home & 60 degrees when away



## When to submit a service request?

When you have followed the steps above, waited at least 30 minutes and the thermostat does not show a change in room temperature.

# 05: Water Shut Off

## How to Shut Off Your Water

### Leaking Sink

#### STEP 1:

Locate the shut-off valves under the sink. There are two valves; hot (left), and cold (right).

#### STEP 2:

Slowly turn the valve clockwise until it can't turn anymore. This will be the "OFF" position.

#### STEP 3:

Make sure the faucets and dishwasher are both turned off to prevent further leaking.

#### STEP 4:

Clean up and remove any standing water.

#### STEP 5:

Submit a service request so the leak can be repaired.



### Leaking Toilet

#### STEP 1:

Locate the shutoff valve - typically on the wall behind your toilet and below the tank.

#### STEP 2:

Slowly turn the valve clockwise until it can't turn anymore. This will be the "OFF" position.

#### STEP 3:

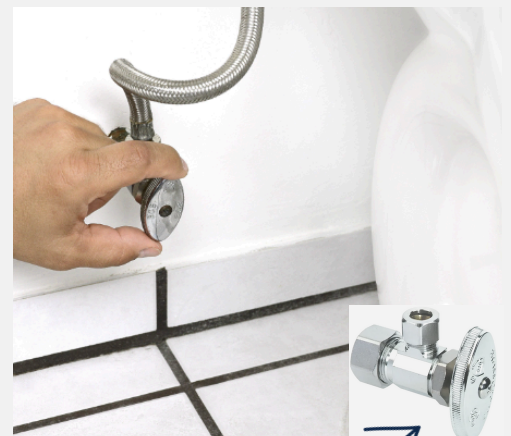
Flush the toilet to check that the water supply has been turned off. The tank should not refill.

#### STEP 4:

Clean up and remove any standing water.

#### STEP 5:

Submit a service request so the leak can be repaired.



### When to submit a service request?

If there is an active water leak, call the emergency maintenance number immediately.