**READ IN IT’S ENTIRETY**

Recently we have replaced numerous dishwashers at our properties. Some of these replacements could have been avoided by properly caring for your appliances. We ask that you as the resident, please take the initiative in properly caring for the appliances and belongings in your home as if they belonged to you.

The following information is helpful knowledge on maintaining the life of your appliance.

1. **Load you dishwasher properly**
2. **Can it go in the Dishwasher?** Not all items are meant to go in the dishwasher, look for the “Dishwasher Safe” Symbol on all items before loading them in the dishwasher.
3. **Remove Excess Food**. Grab a wooden spatula and scrape stuck-on-food into the trash can. This helps get cleaner dishes.
4. **Pre-wash** your dishes to get hard stuck-on-food off before loading in the dishwasher.
5. **Load the Bottom Rack**: Put plates and messy, burnt-on pots and pans on the bottom rack facing the water source. Typically the water source is in the center of the machine, and you want as clear a path as possible between the spray and your dirty dishes.
6. **Load the Top Rack**: Place cups, mugs, and bowls facedown on the top rack. This way they get cleaned better and won’t collect water, this tip also works for wine glasses and other glassware.
7. **Prevent Melting Plasticware**: Plasticware also belongs on the top rack.
8. **Loading Silverware**: You don’t want your spoons to spoon, carefully load utensils to prevent nesting, distribute them evenly in the silverware compartments. Load knives and other cutlery with the sharp end down.
9. **Using a Rinse Aid**
10. If you regularly see water spots or filmy residue on your dishes after completing a cycle, appliance experts recommend that you use a **premium rinse aid**. Rinse aid helps your dishes dry faster, preventing the spots from clinging to surfaces, especially since we have hard water that contains a lot of minerals.
11. Every dishwasher has a rinse-aid dispenser typically located on or next to your dishwasher’s detergent dispenser, just fill it up to maximum level, close it and start your cycle.
12. **Still See Something on Your Dishes?** If you dishwasher comes with dispenser settings, your owner’s manual will explain how to use them ( you can look up owner’s manual on the web), you may need to increase the dispenser settings if cloudy spots, streaks, or water marks continue, select a lower dispenser setting if you notice smears of foam. It may take a few cycles to fine-tune your rinse-aid setting. There is also a chance the problem is related to the detergent you are using.
13. **Refill rinse-**aid dispenser once a month.
14. **Removing Hard Water Film**
15. Removing hard water film that is already present: For non-metal items, experts recommend a vinegar wash. Put 2 cups of white vinegar in a bowl and place on bottom rack of the dishwasher. Run the glasses/dishes through a cycle with no detergent. Re-wash with Dishwasher Cleaner to remove residual vinegar.
16. **How to Clean a Smelly Dishwasher**
17. **Check for Food:** Check for any food or grime that may have fallen to the bottom of the machine and remove it, most often this is the cause of the stench.
18. **Clean the Filter:** Remove the filter and throw away anything trapped inside of it, old food and caked grease will hide in this filter and before you know it, your dishwasher smells.
19. **Air Dry:** Your dishwasher has a great seal! Unfortunately, residual water that has been left over after a wash cycle can sometime cause your dishwasher to smell, and that seal will keep pungent odors trapped inside. It would be best to open the door and let the dishwasher air dry.
20. **Dishwasher Not Cleaning Dishes Well**
21. **Test for Running Water:** Place an empty cup on both the top and bottom racks and run the dishwasher. If the cups are full of water after the cycle then you know your getting enough water.
22. **Check the Drain:** You should never see pooling water in the bottom of your dishwasher when it is not running. Pooling water is a sign that your dishwasher is not draining properly. First remove filter, clear any obstructions or debris.
23. **Check Spray Arms for Obstructions:** Manually spin the spray arms to ensure a fluid rotation. If anything is obstructing the spray arm’s path, remove it.
24. **Check Spray Arms for Clogs:** Occasionally the spray arms may clog from hard water or food debris. Clean the holes on the spray using a toothpicks.
25. **Try a Better Detergent:** Sometimes it’s as simple as choosing a better detergent.
26. **Check the Dispenser:** Make sure the dispenser is dry and closes firmly, this allows the detergent to release properly.
27. **Load Dishes Evenly:** LOADING YOUR DISHWASHER PROPERLY CAN MAKE A BIG DIFFERENCE. Place dishes evenly, avoid nesting. Mix up the silverware to expose them to water.
28. **How to Maintain Your Dishwasher- Monthly Maintenance**
29. **Clean Filter of food and grime that has become trapped inside of filter.**
30. Clean the Door and Seals: Wipe down the rubber seals and the door with a damp cloth to prevent soil and grime building up. A drop of Dawn will do the trick.
31. Clean the Spray Arm: Wipe down the spray arm with a dam towel, use a toothpick to clear any blockages.
32. Keep it Running: Running your dishwasher at least once a week keeps the motor seals working properly.
33. Use a good Dishwasher Cleaner monthly- this helps eliminate limescale, grease and odors that develop in your dishwasher after numerous cycles.

We expect all residents to care and maintain their dishwashers as explained in the above information. If you need assistance learning where the filter is, or clarification on any of the items outlined about, please reach out.

If we have a service call for a Dishwasher and it is determined that it is caused because the filter is full, there is food clogging the drains or anything that is directly related to improper use of the Dishwasher, you may be charged for the Service Call.

Sincerely,

Vickie Morris Kristen Dzvonyicsak

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