MAINTENANCE INFORMATION

EMPIRE MANAGEMENT
2007 E. GRANT ROAD
TUCSON, AZ 85719

520-327-1010

This booklet will help you understand the different types of utilities and heating/cooling systems at your new home. This will help us troubleshoot any issues that you may have during the lease term with us.

If you have repairs that are needed at the property please contact **Ron King** at **520-977-0818**. Our maintenance staff are available Monday-Friday 8:00AM to 4:30PM. If there is an after-hours maintenance request we will try our best to respond as quickly as possible within 48 hours.

Thank you for renting with us and we look forward to a mutually enjoyable experience.

Maintenance :

Ron King 520-977-0818

Overview

Utilities

- Electric Systems
- Water Systems
- Gas Systems

Heating & Cooling

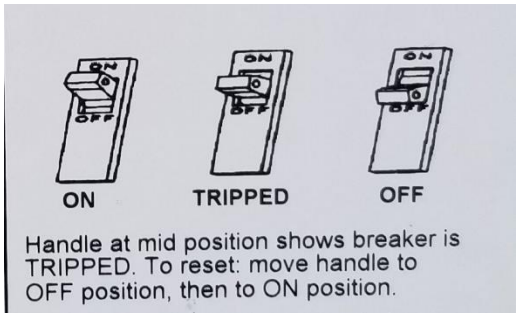
- Cooling Type & Location
  - Evaporative (swamp) Cooler
  - Air Conditioning
- Heating Type & Location
  - Gas Heat
  - Electric Heat or Heat Pump

Electric Service

Located outside near your electric meter where the main power lines come to your house or apartment. Most electric panels will have breakers inside of the hinged door. Each circuit has a breaker that can be turned off or reset. Each breaker will have a number to denote circuit size- 15 for lighting, 20 for outlets, 30 for dryer, 40-50 for stove or AC.

The main breaker will be 100A or 200A. This will shut down all electricity to the house. This is where you can turn off any circuit or full house in case of an emergency.

Resetting Breakers- If you lose power to a circuit breaker because of a power surge or too much demand. The breaker will “trip” as a safety measure. The breaker toggle switch will be in the middle between “On” and “Off”. If you need to reset the breaker, turn the breaker “Off’ completely then “On” again. This will reengage power to the circuit.



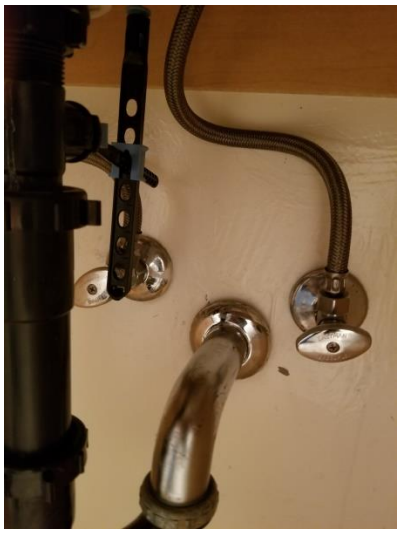
Should the breaker immediately trip again while resetting, leave the breaker off. This is an indication of a repair.

Water System

There will be a valve to turn off the water to the entire house outside under a hose bib coming into the house.

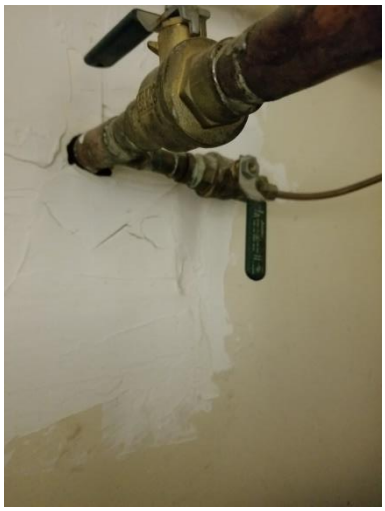
If the house does not have one there is a water meter box that also contains a main shut off valve. The meter box will be outside near the street or in the alleyway in the back.

Each sink and toilet has a shut off valve to shut off the hot or cold water, or to the toilet.



Be aware that if your toilet clogs and begins to overflow the bowl turning off this valve to the toilet immediately will stop the overflow by shutting off the water. This may occur with washing machines that do no drain properly. In this case turn off the washing machine until the drain line can be repaired.

The water heater and evaporative cooler also have shut off valves that can be closed in case of an emergency.



Natural Gas System

The main shut off valve is at your gas meter. Additionally there will be a valve where the gas line comes into the house.

This is the valve to shut off in case of an emergency.
Each gas appliance will also have a gas shut off valve at the appliance. The furnace, water heater, stove/oven all have gas valves to stop gas flowing to that appliance.

Cooling Systems

Your house or apartment is kept cool by one of two systems. Evaporative (swamp) coolers or air conditioners each operates differently. It is important to know how to get the maximum efficiency out of each particular system.

Evaporative Cooler- Cools by adding moisture to the dry air. There is a large fan that blows this cool moist air through the house at high volume. **You must open one or more windows in your house to allow the air to blow through the house for maximum cooling!** This is the most important thing you can do with this system to work at its best.
The cooler is located on the roof or on the side of your house. There is a ¼" water line to the cooler and electric power. There is a rotary switch or light switch to operate your cooler. It is best to run the cooler 24/7 during hot weather.

Air Conditioning- The AC works as a closed system. This means that the air in the house is recirculating. The AC cools by taking moisture out of the air and chilling it through a coil system, like a radiator. **Keep all windows closed for AC!** You operate the AC with the thermostat on the wall.

Set the "Heat-Cool" switch to COOL. Set the fan switch to AUTO. Then select the desired temperature. The AC requires a clean filter to operate efficiently. The filter is located under the furnace or air handler

or in the ceiling behind a removable grill.

You must change this filter every 60 days to have the most efficient operation for the AC.

Heating System

You will have one of two types of heating, gas or electric. Both types are controlled by the thermostat on the wall. Set the switch to HEAT and the fan to AUTO. Most are updraft furnaces. **Both types will require a clean filter to be installed by you every 60 days minimum**. Most furnaces or air handlers will be located in a closet in the hallway of your home.

Electric Heat-Other Types

Your house may have an electric heat pump instead of an updraft electric furnace. The heat pump cools air in the summer with AC and heats in the winter by reversing the process. This type of unit is usually on the roof. You control the heat with the thermostat on the wall. Some systems have an “emergency heat” switch that can be selected if the outside temperature is below 32 degrees. All other settings remain the same as described previously. You must change the filter every 60 days minimum. Most filter housings are in the ceiling.

Electric Baseboard Heat

For this type of heating you will see a metal heating unit along the base board of the wall. These units are 3-8 feet long. Most have individual thermostats on each unit with a numbered dial from 1-10. You can activate the dial, one number at a time, as needed. Some baseboard heaters will have wall thermostats. You are not required to change filters with this type of heating system. We recommend keeping furniture and other flammable materials at least one foot away from the heaters.