

Details Needed for Work Orders

Washer/Dryer:

Is water leaking or running onto the floor?
If yes, have you checked to ensure the drain hose is properly placed in the drain pipe?
Is there no water at all? If so, have you checked to be sure the hot and cold faucets are turned on?
If unit isn't turning on have you checked the circuit breaker?
Have you cleaned the lint filter?

Plugged Drains:

What caused the plug?
Have you tried a drain cleaner?
Have you tried a plunger?

Outlets:

Have you checked the circuit breaker?
Have you pushed the reset button on the GFI plug?

Heating/Air Conditioning:

Is air coming put of unit?
How long has this been occurring?
Have you changed the filter? If yes, when?
Does the thermostat seem to be working properly?
Have you checked the circuit breaker?

Garbage Disposal:

Is it plugged?
Does it hum or make any sound? If yes, what kind?
If no sound at all and ~he unit isn't coming on, have you checked the circuit breaker and pushed the reset button?
Have you used the Allen wrench?

Garage Door Openers:

Do the doors open using the wall button?
If the doors open using wall button, does the remote work?

Dishwasher:

Is the water entering?
Is the unit cycling properly?
If unit isn't turning on at all, have you checked the circuit breaker?