

Date: January 26, 2016
To: Steeplechase Residents
From: Steeplechase Building & Maintenance Committee
Subject: Maintenance of High Risk Items

Here are some common-sense things you can do in your condo for the safety and peace of mind of yourself and your neighbors.

1. Make sure your **dryer vent** is connected with flexible metal pipe and is cleaned out at least one time each year to prevent fires.
2. Install ball **shut-off valves** for your washer, dishwasher, sinks and toilets to prevent leaks and water damage.
3. Replace the **tank-to-bowl gaskets** on two-piece toilets, if you have them, to prevent leaks and water damage.
4. Test your **smoke alarms** regularly, replace the batteries annually, and replace the entire alarms when they are more than 10 years old. Consider a smoke alarm with a 10-year battery that eliminates the need for annual battery replacement, such as the Kidde i12010S. For help with this contact Building & Maintenance Committee member Randy Sparrazza (585-734-1026).
5. Inspect your roll-down **hurricane shutter** boxes and crank-holes (if you have them) at least one time each year to make sure they are water-tight.

In addition, to prevent leaks and water damage, the June 22, 2012 Amendment to the Steeplechase Declaration of Condominium requires unit owners to do the following:

6. Have your **air conditioner** inspected at least one time each year or you will be responsible to pay for all damages if it leaks.
7. Install steel-lined **hoses** for your washer, dishwasher, sinks and toilets or you will be responsible to pay for all damages if they leak.
8. Replace your **water heater** when it is 10 years old or you will be responsible to pay for all damages if it leaks.
9. Replace your **dishwasher** when it is 14 years old or you will be responsible to pay for all damages if it leaks.

If you are unable to do these things yourself, or you would like a voluntary independent inspection to find out if you may need to do them now, please talk with any Building & Maintenance Committee member.

Committee members are Galen Ausloos (348-2587), Ron Connelly (793-6729), Rick Elnes (612-242-6038), Len Hook (216-6410), John Rosenbaum (234-6017), Glenn Ruoff (302-6976) and Randy Sparrazza (585-734-1026).

On the next page is a handy log form for you to print and keep in your unit.

Maintenance Log for Unit # _____

Item	Date	Vendor (if used)	Vendor's Phone
Flexible metal vent installed on dryer			
Dryer vent cleaned annually			
Ball shut-off valves installed on washer, dishwasher, sinks and toilets			
Toilet gaskets replaced			
Smoke alarms tested			
Smoke alarm batteries replaced annually			
Smoke alarms replaced every 10 years			
Hurricane shutters inspected			
Air conditioner inspected annually			
Steel-lined hoses installed on washer, dishwasher, sinks and toilets			
Water heater replaced every 10 years			
Dishwasher replaced every 14 years			