

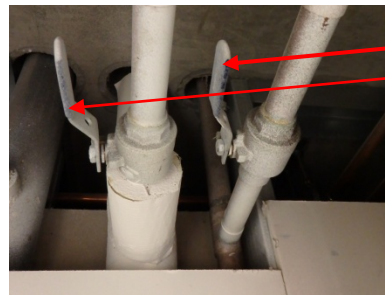
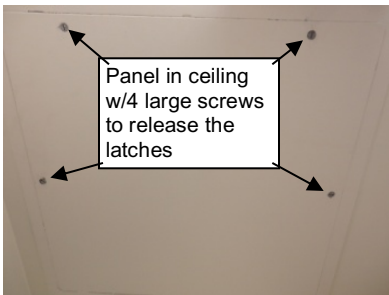
Swallow Hill Condominium Unit Owner's Guide

This guide covers many of the “systems” in your condominium unit. Proper care, upkeep and maintenance of these “systems” will help you extend the life of equipment and appliances, thus avoiding costly repairs and replacement and retain the value of your condominium unit. If you have questions regarding information in this guide, do not hesitate to contact Market Street Management at 303-595-8710 or Sara@MarketStreetManagement.com

Water and Gas Shutoff

The valves to shut off the water or gas supply to your condominium are located behind a panel in the ceiling of your unit. The pictures below are representative of the access location and valve operation.

It is important for you to be familiar with this in case of emergency or if you plan to be away from your unit for more than several weeks. In an extended time away, it is advisable to turn off the water to your unit. If needed the gas shut off will need to be done by MSM or your contractor.



Hot and cold water line valves
Rotate valve down to turn off

Clothes Dryer Exhaust Fan(s) and Lint Screen

Your dryer is equipped with an exhaust fan and filter in the dryer unit. In addition, there is an auxiliary fan and lint filter in your laundry closet. The pictures below show the filter and fan. The fan is controlled by a switch marked by a FANTECH label. This switch should remain on at all times, as the auxiliary fan only operates when the dryer is running. The filter should be removed and cleaned after each use of your dryer.

WHY – If the auxiliary filter is not cleaned after each use, your dryer loses drying efficiency and you run the risk of burning out your dryer heating element.



Auxiliary Fan



Auxiliary Lint Screen
Door/cover is magnetically attached

Microwave Exhaust Fan

This fan is vented to your balcony

Water Hammer

If you hear a loud “thump” or “hammer noise” when the water is turned off at your sinks/dish washer/ clothes washer, it is due to something called “water hammer”. Water hammer is a pressure surge when the water is forced to suddenly stop. To reduce or eliminate the noise, a “Water Hammer Arrestor” can be installed in the water lines. These are available at places like Home Depot or Lowes for about \$10 to \$16 each.

Smoke Detector Batteries

It is advisable to replace the batteries in your smoke detectors every 6 months – a good reminder is to replace them when the Spring and Fall times change.

Carbon Monoxide Detector

You are required by Colorado law to install and maintain carbon monoxide detector(s) in your home. A good Kidde model can be purchased at Home Depot or Lowes.

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Electrical Fuse Box Location

You should find where in your unit the electrical fuse box is located and understand how to turn a circuit off or on. It will be located behind a metal door, often near your unit hallway door.

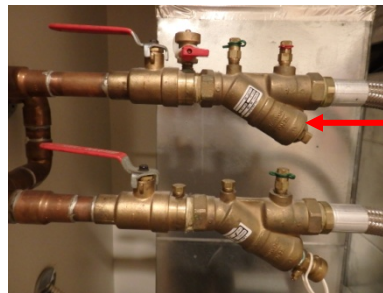
Heat Pump

Your unit is most likely serviced by a heating/air conditioning unit made by Trane. The unit relies on a water supply that is warmed in the winter to assist in heating your unit and cooled water to assist the air conditioning in the summer. The water supply is continuously running and the water flows through a “strainer” as it flows through your system. The strainer should be cleaned out at least annually. If the strainer becomes occluded, it reduces the efficiency of your system. It is advised that you contract for an annual servicing of your system. MSM has had good service from 2 contractors - King Mechanical- 303-644-5220 and NL Heating and Air- 303-810-1132.

You should also remove and replace your air filter at least every 6 months. The filters are 18”x25”x1” and are available at most hardware/home supply stores. If the filters become occluded with dust, your system will not operate efficiently and you could experience other more damaging failures.



Airflow



Water line strainer

Trane Heat Pump Air Filter
– Make sure it is installed so the arrow on the filter matches the direction of the airflow

Drain Clogs

If the drains in your unit get clogged, it is your responsibility to have the drains cleared as long as the blockage is within the “limits” of your unit. If the blockage is beyond your unit in the “main” lines, the Association is responsible for clearing the lines and you should contact MSM for assistance.

Balcony Cleaning

When cleaning your balcony please make sure that no water or cleaning products go over the extent of your balcony and end up on your neighbor’s balcony below you. A good method for cleaning is the use of a Wet/Dry vacuum.

Window Warranty

The warranty on our windows is expiring soon. Please contact MSM to request the latest information on submitting a warranty claim to the Jeld-Wen window company.

BBQ Grills

Just a reminder that the City of Denver does not allow gas containers larger than 1 pound on balconies in our complex. The rule states that you may have 1 – 1 pound container attached to a grill and 1 – 1 pound container as a spare. Your grill should utilize the existing natural gas supply on your balcony.

Electrical Outlet on Your Balcony

MSM has responded to several problems of deterioration of the electrical outlet on balconies. The outlet is subject to corrosion due to weather and may need to be replaced.

Unit Master Key

Your unit is accessible by MSM in an emergency by way of a master key. If you have changed the lock on your unit, MSM will no longer be able to access your unit in an emergency. You must work through MSM for any lock change so that this emergency is avoided.