

# Swallow Hill Condominium Unit Owner's Guide

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This guide addresses proper use and maintenance of various systems and equipment in your unit to maximize efficiency and prevent costly damages. If you have questions regarding information in this guide contact Market Street Management at 303-595-8710.

## Water and Gas Shutoff

**Water** – The valves to shut off the water supply to your unit are located behind a panel in the ceiling of your unit.

All first floor units also have a **hot water recirculation valve** that enables hot water (which is heated in an upper area of the building) to be available to the unit in a timely manner. This valve must also be turned off to shut off the water supply. While the hot and cold water valves control the water to only your unit, the recirculating valve controls hot water availability to your unit and the unit above, so make an effort to minimize the amount of time this valve is turned off.

**Gas** – The gas shutoff to your unit is located next to the water shutoff valves and requires an MSM maintenance engineer or licensed plumber to turn it off and on when needed. Report gas leaks immediately to Xcel Energy at 800-895-2999.



## Water Hammer

If there's a loud thump or "hammer" noise when the water is turned off at your sinks, dish washer, washing machine, etc., this is due to "water hammer," which is a pressure surge when the water is suddenly stopped. This is not a malfunction or defect. To reduce or eliminate the noise, a Water Hammer Arrestor can be installed in the water line by a licensed plumber.

## Drain Clogs

It's your responsibility to have clogged drains cleared if the blockage is within the limits of your unit. If the blockage is in the building's main lines, contact MSM to address the issue. When in doubt, contact MSM and a maintenance engineer will help you determine where the blockage lies.

## Smoke and Carbon Monoxide Detectors

Colorado law requires smoke and carbon monoxide detectors be installed and maintained in your home. Unit owners are responsible for installing detectors and ensuring they are functional.

**Batteries** – While the smoke detectors in the Swallow Hill buildings are hard-wired into the unit's electrical system, they have batteries as a backup so the alarm can function during power outages. Replace the batteries every 6 months.

**Replacement** – The expected life span for carbon monoxide detectors is about 7 years and 8-10 years for smoke detectors, so replace them accordingly.

## Clothes Dryer Booster Exhaust Fan and Auxiliary Lint Filter

There are two fan switches in your laundry closet. The lower switch controls the ceiling fan and can be turned on and off as you wish. The upper one controls an external booster fan and auxiliary lint filter and should remain turned on at all times to allow the fan to automatically turn on when the dryer is running.

**Booster Fan** – Runs whenever the dryer is running.

**Auxiliary Lint Filter** – The screen inside the filter box should be removed and cleaned after each use of the dryer to maintain drying efficiency and prevent the heating element from burning out.



Booster Fan



Auxiliary Lint Filter

## HVAC

**Water Strainer** – Most units have a heating/air conditioning unit made by Trane, which relies on a water supply that's warmed to assist in heating and cooled to assist in air conditioning. When on, water is continuously running through the system and flows through a strainer, which should be cleaned at least annually.

It's recommended your system be professionally serviced once a year (which includes cleaning the water strainer). The HOA recommends the following HVAC companies, both of which are familiar with the Swallow Hill Trane systems:

- NL Heating and Air: 303-810-1132
- King Mechanical: 303-644-5220

**Air Filter** – Replace the air filter at least every 6 months. Filters measure 18"x25"x1" and are available at most hardware stores and online. Clogged filters impact operating efficiency, which can result in damage to the system.



Air Filter



Water Strainer

## Electric Breaker Panel

The electric breaker panel is in a metal box and is located on a wall in your unit.