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Give your home's systems and appliances the love and care they need.

**Heating System Air Conditioning System Electrical System Plumbing System Water Heater Garbage Disposal Dishwasher** 



Refrigerator Oven/Range/Stovetop **Microwave Oven Trash Compactor** Washer/Dryer **Septic System** Well **Pool and Spa** 

# We've taken the guesswork out of home maintenance.



# Give your home the love and care it needs.

In this manual, you'll find maintenance tips to help you avoid any system or appliance "downtime," and a troubleshooting guide of common problems and solutions that may help you save the cost of a potential service call.

It's a great feeling to take care of your house. That's how it truly becomes a home you can be proud of.

Relax, knowing that if and when something goes wrong with your home's major systems or appliances that are eligible for coverage in your service agreement, you have a customer service team available 24/7.

After we receive your call for services that are covered by your service agreement, a qualified service provider will contact you to schedule an appointment.

#### Here's how it works:



#### **PURCHASE**

Purchase and review your Service Agreement.



#### **CREATE ACCOUNT**

Visit **2-10.com/homeowner** to complete your profile on Homeowner Portal.



#### **NEED SERVICE?**

Check your Service Agreement for eligible coverage, then contact us at 2-10.com/homeowner or 800.775.4736 to submit

your service request.



#### CONTRACTOR <u>DISPATCHED</u>

An independent service contractor is dispatched.



#### **HAPPY HOME**

You have a happily serviced home, and will receive a survey for feedback about your service experience.

### **Maintenance** Checklist



Maintain a record of your systems and appliances. Fill in the checklist with any applicable model or serial numbers along with the last checkup dates. You can easily reference this checklist when requesting service.

| APPLIANCE/SYSTEM        | MODEL | SERIAL NUMBER | DATE OF LAST CHECKUP |
|-------------------------|-------|---------------|----------------------|
| Heating System          |       |               |                      |
| Garage Door Opener      |       |               |                      |
| Air Conditioning System |       |               |                      |
| Electrical System       |       |               |                      |
| Main Sewer Line         |       |               |                      |
| Plumbing System         |       |               |                      |
| Water Heater            |       |               |                      |
| Garbage Disposal        |       |               |                      |
| Dishwasher              |       |               |                      |
| Refrigerator            |       |               |                      |
| Range/Oven              |       |               |                      |
| Microwave               |       |               |                      |
| Trash Compactor         |       |               |                      |
| Washer                  |       |               |                      |
| Dryer                   |       |               |                      |
| Septic System           |       |               |                      |
| Well                    |       |               |                      |
| Hot Tub                 |       |               |                      |
| Pool                    |       |               |                      |
|                         |       |               |                      |
|                         |       |               |                      |



### Keeping up on maintenance

helps increase the life-span of your home's systems and appliances.



#### **HEATING SYSTEM**

- Call the gas company immediately if you notice a gas smell.
- Check filters every month and replace as necessary.
- Have your mechanical systems serviced annually.
- Clean your ductwork before each heating season.
- Blower units making excessive noise should be brought to the attention of a licensed technician.
- Clean and dust the radiators and heating vents and inspect the radiators for any signs of leakage.
- Bleed air from your radiators on an annual basis.
- Check the exhaust pipe on your gas furnace for any loose connections.
- · Keep your outdoor unit clean and free of debris.



#### AIR CONDITIONING SYSTEM

- Have your system annually serviced before each air conditioning season.
- Check filters every month and replace as necessary.
- Keep your outdoor condensing unit clean and free of debris.



#### **ELECTRICAL SYSTEM**

• To prevent loss of power or increased risk, do not overload any one circuit in your home.



#### **PLUMBING SYSTEM**

- Do not flush any paper products down a toilet other than toilet paper.
- A simple plunger may solve many of your clogging problems.
- Check any of your exposed plumbing lines for corrosion or leaks.
- In the event the weather is extremely cold, allowing a faucet to drip slowly may help avoid
  a freezing water line.





#### **FAUCETS**

- A dripping faucet may be repaired by simply replacing an o-ring, cartridge or vinyl gasket.
- Clean and remove any hard water or mineral deposits with apple cider vinegar to avoid a slow water flow.



#### WATER HEATER

- Check the water heater for signs of leaking or corrosion.
- Inspect the bottom of your water heater drain pan or floor for signs of rust or water staining.
- Drain and flush your water heater twice a year per recommendation of manufacture maintenance manual by attaching a common garden hose to the drain valve at the bottom of the heater or follow the manufacturer's instructions.
- Remove the heating elements from your electric water heater and soak in vinegar to remove any corrosion or sediment build up or call a qualified plumber.



#### GARBAGE DISPOSAL

- Remember to always run the water while you are using the disposal.
- To avoid stoppages, continue to run the water for at least two minutes after you turn the disposal off.
- Using the disposal with a tray of ice cubes, pieces of lemon/lime, or baking soda will help keep your disposal clean and smelling fresh.
- If you drop a piece of silverware in your disposal turn the power off immediately before you attempt to remove it.
- If the disposal should become jammed, use a disposal wrench which should attach at the bottom of the disposal. Turn the wrench counter clockwise until it turns easily. Press the red reset button on your disposal and it should operate properly.



#### **DISHWASHER**

- Use vinegar to remove mineral deposits from the heating element.
- Keep the spray arm clean and free of any soap buildup.
- When loading, be sure the dishes do not interfere with the movement of the spray arm.
- Periodically use a rinse agent to minimize soap film.
- Using a granular soap rather than a liquid soap will help reduce the suds in the dishwasher.
- Too many suds may cause water to drip from the door.
- Check for any sign of leaks or water stains on the floor.



### **Maintenance Tips**



#### REFRIGERATOR

- Use a vacuum cleaner to clean behind and underneath the refrigerator at least once a year.
- Clean and dust the sides and top of your refrigerator regularly.
- Check and clean the interior shelves, lining and door gasket every three months.
- Help keep the inside of the refrigerator smelling clean by keeping a cup of baking soda in the refrigerator at all times. A slice of lemon or lime will also work.



### OVEN/RANGE/STOVETOP

- Avoid using heavy or extra large cooking pots or pans.
- Keep the inside of your oven clean by only using the self-cleaning function, if available.
- Use a vacuum cleaner to clean behind and underneath the stove at least once a year.
- Keep the stovetop clean and free of spilled food or grease buildup around the burners.



#### **MICROWAVE OVEN**

- Do not use any containers or dishes that are metal or have any kind of metal trim or edging.
- Clean the interior with a diluted soap solution or baking soda. An abrasive cleaner may damage the lining and expose metal causing the unit to fail.



#### TRASH COMPACTOR

- Help prevent odors by replacing the deodorant supply regularly based on the amount of usage.
- Before running, make sure the bag is properly positioned and secured.





### WASHER/DRYER

- Ensure that the washing machine legs are adjusted for a level installation by turning the legs counterclockwise to raise and clockwise to lower.
- Make sure the water level of each wash load is appropriate for the volume of clothes. Do not overload
  the machine.
- Remove and clean the lint screen after each drying cycle has been completed.
- Use a vacuum cleaner to clean behind and underneath both the washer and dryer at least once every three months.
- Annually check the lint vent and make sure it is not blocked.

### **Maintenance Tips**





#### **SEPTIC SYSTEM**

- Inspect and pump the septic tank every three to five years to help prevent costly repairs to the leach field.
- Do not dispose of non-decomposable materials through your home's sewer system. Examples of items that should not be put down the drain are: cooking fats and oils, disposable diapers, facial tissue, coffee grounds and cigarette butts.
- Make sure you do not overload your washing machine with detergent. Too many soap suds
  may cause problems with your septic system by killing the valuable bacteria essential for a
  properly functioning system.



#### WATER WELL SYSTEM

- Determine the age of the well and what state agency is responsible for issuing well permits. If a permit was issued when your well was originally drilled you will be able to verify any restrictions that may exist for use of your well. Some wells are only approved for water use inside the home, others allow for outdoor watering of gardens or for supplying water to livestock.
- Determine the flow rate of the well by calculating how many gallons per minute the well will produce and
  how long the well will produce this amount of water. As a rule of thumb, most residential wells should
  produce at least seven gallons of water per minute for more than one hour. A licensed well pump installer
  can provide you with this information if necessary. If the well does not produce enough water, a holding
  tank must be used to compensate for the low flow rate of the well.
- What is the water quality from the well? Check with your state or county health department to determine where a water sample can be tested for quality.



#### **POOL AND SPA**

- Maintain a proper water level as recommended by the manufacturer.
- Keep the water chemically balanced by regularly testing throughout the season.
- Have your pool and spa regularly maintained and serviced by a local pool and spa company.



Stay up-to-date on the latest maintenance tips. **2-10.com/blog** 



### Helpful hints and solutions

### for troubleshooting systems and appliances breakdowns.

Avoid incurring a service fee, and reference this troubleshooting guide before submitting a service request. If troubleshooting does not solve your issue, please login to your Homeowner Portal account **2-10.com/homeowner** to see if the item is eligible for coverage. These are recommendations, but you should always follow the manufacturer's guide.



#### Heating

| THE PROBLEM                                | POSSIBLE CAUSE   | POSSIBLE SOLUTION                       |
|--|--|---|
| No heat                                    | No power to the heater   | Check and reset breaker                 |
| Notical                                    | <ul> <li>The blower belt is broken</li> </ul>                    | Replace the belt                        |
|  | The filter is dirty  | Replace the filter                      |
|  | The registers are dirty  | Clean the registers                     |
|  | A register is closed   | Check and open all registers            |
| Not enough<br>heat to rooms                | Blocked ductwork   | Check and clear ductwork                |
| neat to rooms                              | Separated ductwork   | Repair with duct tape                   |
|  | <ul> <li>Duct damper position problem</li> </ul>                 | Adjust room dampers                     |
|  | Blower belt is loose   | Tighten blower belt                     |
|  | The filter is dirty  | Replace the filter                      |
| Soot in the house                          | The ducts are dirty  | Have the ducts professionally cleaned   |
| Soot in the nouse                          | <ul> <li>Heat exchanger may be cracked<br/>or damaged</li> </ul> | Call a qualified service provider       |
|  | A pulley may be loose  | Check and tighten all pulley screws     |
| Heating unit is making an<br>unusual noise | Blower motor belt may be worn out                                | Replace the belt and adjust the tension |
| unusudt noise                              | <ul> <li>Blower motor bearings are dry</li> </ul>                | Oil the bearings                        |



#### Air Conditioning

| THE PROBLEM                    | POSSIBLE CAUSE   | POSSIBLE SOLUTION   |
|--------------------------------|--|---|
|                                | There is no power to the unit  | Check and reset breaker   |
|                                | The condenser coil is dirty  | Clean the condenser unit so air can freely circulate around the coil fins |
| The unit has stopped operating | <ul> <li>The insulation has fallen off the feed lines</li> </ul>         | Replace the insulation  |
|                                | <ul> <li>There is direct sun on the<br/>evaporator unit</li> </ul>       | Create shade for the unit   |
|                                | <ul> <li>The filter is clogged or dirty</li> </ul>                       | Clean or replace the filter   |
| The unit cycles on and off     | <ul> <li>The drain hose from the condenser<br/>pan is clogged</li> </ul> | Clear the hose so the water is able to flow freely                        |





### **Electrical System**

| THE PROBLEM                     | POSSIBLE CAUSE  | POSSIBLE SOLUTION  |
|---------------------------------|---|--|
| The lights do not work properly | There is no power to the unit   | Check and reset breaker  |
| The outlets do not              | There is no power to the outlets  | Check the circuit breakers to be sure they are set properly  |
| work properly                   | <ul> <li>Too many appliances are plugged in and using electricity at the same time</li> </ul> | <ul><li>Reset the GFI outlet if applicable</li><li>Unplug all appliances and reset the breaker</li></ul> |



### Plumbing Pipes, Faucets and Fixtures

| THE PROBLEM   | POSSIBLE CAUSE   | POSSIBLE SOLUTION  |
|---|--|--|
| A faucet outlet has a deteriorated finish or is broken  | Chemical or mineral deposits have caused damage        | Remove and replace the outlet aerator  |
| The sink drains slowly                                  | A blockage of hair, soap scum, or grease exists        | Use a drain maintenance product available at<br>your local hardware or grocery store |
| Water does not run freely from the showerhead or faucet | Chemical or mineral deposits have caused a restriction | Clean the showerhead or faucet with vinegar  |



### Water Heater (Electric)

| THE PROBLEM                   | POSSIBLE CAUSE   | POSSIBLE SOLUTION   |
|-------------------------------|--|---|
|                               | No power to the heater   | <ul> <li>Be sure the unit is plugged in and then<br/>check and reset the circuit breaker</li> </ul> |
| There is no hot water         | Defective or failed thermostats  | <ul> <li>Test and replace thermostats</li> </ul>  |
|                               | <ul> <li>Defective or failed heating elements</li> </ul>                   | <ul> <li>Test and replace heating elements</li> </ul>   |
|                               | Sediment build-up in the tank  | Drain and flush the tank  |
|                               | The tank is too small  | <ul> <li>Install a larger capacity tank</li> </ul>  |
|                               | <ul> <li>Defective or failed heating elements</li> </ul>                   | <ul> <li>Test and replace heating elements</li> </ul>   |
| There is not enough hot water | <ul> <li>Thermostats are defective or<br/>require adjustment</li> </ul>    | Test and replace or adjust thermostats  |
|                               | <ul> <li>Insufficient insulation around thermostats</li> </ul>             | <ul> <li>Pack insulation around thermostats</li> </ul>  |
|                               | <ul> <li>Hot water faucets are leaking</li> </ul>                          | Repair leaking faucets  |
|                               | The thermostat is set too high   | Turn down the thermostat  |
| The water is too hot          | <ul> <li>The heating elements are defective</li> </ul>                     | <ul> <li>Test and replace heating elements</li> </ul>   |
|                               | Thermostats are defective  | Test and replace the thermostats  |
|                               | The seal on the heating element is defective                               | Check and replace the seal  |
|                               | <ul> <li>The safety valve is defective</li> </ul>                          | Check and replace the safety valve  |
| The water heater is leaking   | <ul> <li>The tank has a cracked liner or has<br/>rusted through</li> </ul> | Replace the water heater  |
|                               | A plumbing line or connection has failed                                   | Call a qualified plumber  |





### Water Heater (Gas)

| THE PROBLEM                   | POSSIBLE CAUSE  | POSSIBLE SOLUTION   |
|-------------------------------|---|---|
| There is no hot water         | The pilot light is out  | <ul> <li>Follow manufacturer's instructions to<br/>relight the pilot light</li> </ul>   |
|                               | <ul> <li>The pilot light will not stay on</li> </ul>                    | <ul> <li>Make sure the gas valves are on and the<br/>thermocouple is near the pilot flame and<br/>connected to the gas control</li> </ul> |
|                               | <ul> <li>The burner assembly is clogged</li> </ul>                      | Replace the thermocouple  |
|                               | Defective thermocouple  | Call a qualified service provider   |
|                               | <ul> <li>No gas is reaching the burner</li> </ul>                       | Call a qualified service provider   |
|                               | <ul> <li>Thermostats are defective or<br/>require adjustment</li> </ul> | Test and replace or adjust thermostats  |
|                               | <ul> <li>The tank is too small</li> </ul>                               | Install a larger capacity tank  |
| There is not enough hot water | The burner is clogged   | Call a qualified service provider   |
|                               | <ul> <li>Hot water faucets are leaking</li> </ul>                       | Repair leaking faucets  |
|                               | Hot water pipes are not insulated                                       | Insulate hot water pipes  |
|                               | The thermostat is set too high  | Turn down the thermostat  |
| The water is too hot          | <ul> <li>Thermostats are defective</li> </ul>                           | Test and replace thermostats  |
| The water is too not          | The exhaust may be blocked  | <ul> <li>Check the exhaust vent and clear it of any obstruction</li> </ul>  |



### **Garbage Disposal**

| THE PROBLEM                             | POSSIBLE CAUSE                                 | POSSIBLE SOLUTION   |
|---|--|---|
|   | No power to the unit                           | Make sure the unit is plugged in. Check and reset the circuit breaker                       |
| The motor will not turn on              | <ul> <li>Defective on/off switch</li> </ul>    | Check the wall switch, repair or replace  |
|   | The overload switch has tripped                | <ul> <li>Make sure the unit is not jammed and then<br/>push the red reset button</li> </ul> |
| The motor hums,<br>but does not grind   |  | <ul> <li>Turn off the power and clear any items that are jamming the blades</li> </ul>      |
|   | The blades are jammed                          | Turn the blades manually to be sure they are no longer jammed                               |
|   |  | Push the red reset button   |
| The disposal is not                     | <ul> <li>There is not enough water</li> </ul>  | Run cold water when using the disposal  |
| grinding properly                       | Improper waste in the disposal                 | Consult the disposal manual for a list of improper waste material                           |
| The disposal leaks                      | The sink or drain connection is loose          | Tighten the flanges or replace the gaskets  |
| The disposal trips<br>a circuit breaker | Too many appliances are on the same<br>circuit | The disposal should be on its own 15 amp<br>circuit   |



#### GARBAGE DISPOSAL CONTINUED

| The disposal is making more |
|-----------------------------|
| noise than it should        |

- A hard object is in the unit
- Disposal mounting screw has become loose
- Inspect and remove any hard objects with pliers or tongs
- Tighten the mounting screw where it attaches to the bottom of the sink flange

#### **Microwave Oven**

| THE PROBLEM  | POSSIBLE CAUSE  | POSSIBLE SOLUTION   |
|--|---|---|
| The unit will not turn on                            | No power to the unit  | <ul> <li>Make sure the unit is plugged in. Check and reset the breaker</li> </ul>   |
| The touch pad is not working                         | <ul><li>The clock is not set</li><li>A programming sequence was<br/>entered improperly</li></ul>                                    | <ul> <li>Reset the clock</li> <li>Press "Clear" on the touchpad and re-program</li> </ul>   |
| There is a popping noise coming from inside the unit | <ul> <li>There is metal or metallic trim on an item in the unit</li> <li>The unit was turned on with nothing in the unit</li> </ul> | <ul> <li>Remove metal or metal-trimmed items from inside the unit</li> <li>Make sure you always have an item in the unit when you turn it on</li> </ul> |



### **Dishwasher**

| THE PROBLEM                           | POSSIBLE CAUSE  | POSSIBLE SOLUTION  |
|---------------------------------------|---|--|
|                                       | <ul><li>The door is not closed properly</li><li>No power to the unit</li></ul>      | <ul> <li>Be sure the door is properly closed and latched</li> <li>Be sure the unit is plugged in properly and reset the breaker</li> </ul> |
| The dishwasher will not turn on       | The door latch is defective   | Inspect the door latch, repair or replace as necessary   |
|                                       | <ul> <li>The control selector is in the<br/>wrong position</li> </ul>               | Adjust the control to the correct "Start" position   |
|                                       | The water filter is clogged   | If equipped, clean the intake water filter   |
|                                       | The overflow switch is defective  | <ul> <li>If the switch sticks in the "full" position the<br/>unit will not fill with water</li> </ul>                                      |
| The dishwasher will                   |   | Replace the switch   |
| not fill with water                   | The water valve is not on   | Make sure the valve in the feed line is on   |
|                                       |   | Track the feed line until you find the valve   |
|                                       | The timer has failed  | Replace the timer  |
| The dishwasher makes<br>a funny noise | A spray arm is hitting the dishes   | <ul> <li>Make sure the dishes do not obstruct the spray arm(s)</li> </ul>  |
|                                       | <ul> <li>A knocking sound occurs from a<br/>defective water intake valve</li> </ul> | Replace the water intake valve   |
| The soap dispenser<br>does not open   | <ul> <li>Soap buildup is interfering with<br/>proper operation</li> </ul>           | Remove soap buildup and clean with vinegar   |
|                                       | The lid may be blocked  | Make sure the lid is not obstructed  |



#### DISHWASHER CONTINUED

| The dishes are wet   | There may be a problem with the heating element   | Make sure all the electrical connections<br>around the element are secure and<br>clean the element with vinegar   |
|--|---|---|
|  | <ul> <li>The timer is defective</li> </ul>  | Replace the timer   |
|  | The door seal has failed  | Make sure the seal is clean and free of any soap<br>buildup or waste  |
|  |   | Clean or replace as necessary   |
| The dishwasher is leaking  | The hose clamps are loose   | Check and tighten clamps  |
|  | The door hinges have failed   | <ul> <li>Replace the door hinges to regain a tight fit of the door</li> </ul>   |
|  | <ul> <li>Liquid soap</li> </ul>   | Switch to a powder soap   |
|  | The water is not hot enough   | Run hot water from the faucet and then turn<br>the dishwasher on  |
|  |   | If the problem remains, call a qualified service provider   |
| The dishes are still dirty   | The dishes are not loaded properly  | <ul> <li>Redistribute the dishes so they face the water<br/>spray and are not too close together</li> </ul>   |
|  | The soap is not effective   | Replace with new powder soap  |
|  | <ul> <li>Too much food was on the dishes prior to loading</li> </ul>  | Rinse the dishes before loading   |
| The water continually runs   | <ul> <li>The timer may be defective, the water<br/>intake valve has failed, or the overflow<br/>switch is not functioning properly</li> </ul> | Call a qualified service provider   |
| When the dishwashing cycles<br>are complete there is standing<br>water in the tub<br>(One or two cups<br>of water is normal) | <ul> <li>The drain hose may be kinked or<br/>obstructed</li> </ul>  | Clear the drain hose and make sure it is<br>not kinked  |
|  | The pump is blocked or has failed   | <ul> <li>Make sure the pump drain is not blocked; call a<br/>qualified service provider as necessary</li> </ul>   |
|  | The kitchen sink drain may be<br>clogged  | <ul> <li>Both the dishwasher and garbage disposal may<br/>use common drain lines with the kitchen sink</li> <li>Run cold water and the disposal to clear any<br/>drain line blockage</li> </ul> |



### Refrigerator

| THE PROBLEM                 | POSSIBLE CAUSE   | POSSIBLE SOLUTION   |  |
|-----------------------------|--|---|--|
| No power to the unit        | The unit is not plugged in or the outlet is not working properly | <ul> <li>Make sure the unit is plugged in. Use a portable<br/>appliance to verify the outlet is working<br/>properly</li> </ul> |  |
|                             | <ul> <li>The breaker has tripped</li> </ul>                      | Check and reset the breaker   |  |
| The unit makes funny noises | The unit may not be level  | Level the unit  |  |
|                             | <ul> <li>The drain pan is rattling</li> </ul>                    | <ul> <li>Make sure the pan is not touching the sides or<br/>the compressor</li> </ul>   |  |
|                             | <ul> <li>The fan blades are hitting something</li> </ul>         | <ul> <li>Make sure the fan blades are not bent<br/>or obstructed</li> </ul>   |  |



#### REFRIGERATOR CONTINUED

|  | The condenser coils are dirty  | Clean the coils with a vacuum   |  |
|--|--|---|--|
|  | The condenser fan is malfunctioning                                    | Check the fan and repair or replace as necessary  |  |
|  | • The thermostat is not set properly                                   | Adjust the thermostat as necessary  |  |
| The unit has power, but it is not cooling properly | The door gasket is defective   | Replace the door gasket to eliminate cold air from escaping   |  |
|  | The room temperature is very hot                                       | The unit may be operating properly, try to cool the room  |  |
|  | <ul> <li>Heavy frost accumulation</li> </ul>                           | Defrost the unit more frequently  |  |
| The unit ices up and will not defrost              | The drains are clogged   | Clear the drains  |  |
|  | The door gasket leaks or is damaged                                    | Replace the door gasket   |  |
|  | The drain hose is damaged or cracked                                   | Replace the drain hose  |  |
| The refrigerator leaks water                       | <ul> <li>The drain line is clogged or the drain pan is full</li> </ul> | Clear the drain line and empty the drain pan  |  |
|  | The drain pan is dirty   | Clean and sanitize the drain pan  |  |
| The refrigerator has<br>a bad odor                 | There is spoiled food in the unit                                      | <ul> <li>Remove any spoiled food. Keep an open<br/>container of baking soda in the unit until the<br/>odor is gone</li> </ul> |  |



### Oven/Range/Cooktop (Electric)

| THE PROBLEM   | POSSIBLE CAUSE   | POSSIBLE SOLUTION  |  |
|---|--|--|--|
| The range will not turn on                            | The unit has no power  | Make sure the unit is plugged in. Check and reset<br>the breaker   |  |
|   | <ul> <li>The element is not properly<br/>"plugged in"</li> </ul>                 | <ul> <li>Remove the burner and replace to a fully secured<br/>position, ensuring it is properly "plugged in."</li> </ul> |  |
| One of the burners<br>does not turn on                | The burner is defective  | <ul> <li>Remove the burner and plug it in to another burner position</li> </ul>  |  |
| does not turn on                                      |  | <ul> <li>If it still does not work, replace the burner</li> </ul>  |  |
|   | <ul> <li>The burner wiring, terminal block or<br/>switch is defective</li> </ul> | Test each part and replace as necessary  |  |
| The oven timer is not working properly                | The timer fuse is blown  | Replace the fuse   |  |
|   | There is a loose connection  | Turn off the power and tighten all connections   |  |
|   | The timer is bad   | Replace the timer  |  |
| The oven overheats                                    | An oven vent could be clogged  | Clear the clog and replace the filter as necessary   |  |
| The oven does not maintain                            | The door gasket is damaged and leaks   | Replace the door gasket  |  |
| the set temperature                                   | <ul> <li>The calibration of the thermostat is<br/>not correct</li> </ul>         | <ul> <li>Contact the manufacturer for recalibration instructions</li> </ul>  |  |
| A feature on the control panel does not work          | A fuse has blown   | Check accessory circuit fuse   |  |
| The self-cleaning function of the oven is not working | The oven door is not locked  | Shut and lock the oven door and restart the self-clean cycle   |  |





### Oven/Range/Cooktop (Gas)

| THE PROBLEM                              | POSSIBLE CAUSE  | POSSIBLE SOLUTION   |  |  |
|--|---|---|--|--|
| No ignition to the oven or burners       | <ul><li>The pilot light is out</li><li>Gas is not turned on</li></ul> | <ul> <li>Relight the pilot</li> <li>Make sure the gas valve is turned on. Consult the gas company if necessary</li> </ul>                   |  |  |
|  | The burner cap may not be set properly                                | <ul> <li>Make sure the cap matches the burner size and is<br/>sealed properly</li> </ul>  |  |  |
| The burner will not stay on              | The pilot port is clogged   | Turn off the gas and clear the port   |  |  |
|  | The pilot is getting blown out  | Avoid drafts near the range   |  |  |
| The burner flame is not steady           | <ul> <li>The burner may be clogged</li> </ul>                         | Clean the burner surface and port   |  |  |
|  | The gas mixture is incorrect  | Call the local gas company  |  |  |
|  | Circulation in the oven is not adequate                               | <ul> <li>If you cover a shelf with aluminum foil make sure<br/>you have at least 2 inches of clearance on the<br/>sides and back</li> </ul> |  |  |
| The oven does not bake evenly            | <ul> <li>The exhaust vent may be clogged</li> </ul>                   | Clear the vent and replace the filter as necessary  |  |  |
|  | The oven was not preheated  | Preheat the oven before baking  |  |  |
|  | The door seal leaks   | Replace the door seal   |  |  |
| There is a gas odor coming from the unit | The pilot light has gone out  | Open any windows and doors to create good ventilation and relight the pilot   |  |  |
| nom the unit                             | The gas line is leaking   | Call the gas company immediately  |  |  |



### **Trash Compactor**

| THE PROBLEM                         | POSSIBLE CAUSE  | POSSIBLE SOLUTION   |  |  |
|-------------------------------------|---|---|--|--|
| The unit will not turn on           | <ul><li>No power to the unit</li><li>The safety lock is not on</li><li>The drawer is open</li></ul>                           | <ul> <li>Make sure the unit is plugged in. Check and reset the breaker</li> <li>Turn on the safety lock</li> <li>Make sure the drawer is securely shut</li> </ul>                       |  |  |
| The trash is not fully compacted    | <ul><li>The pulley, gears or drive chain is loose<br/>or broken</li><li>The ram has jammed</li></ul>                          | <ul> <li>Check and tighten or replace as necessary</li> <li>Oil the ram and replace the screws if stripped out</li> </ul>   |  |  |
| A breaker trips during<br>the cycle | <ul> <li>There are too many appliances on<br/>one circuit</li> <li>There may be a short in the power cord</li> </ul>          | <ul> <li>Unplug other appliances, check and reset the breaker</li> <li>The unit may need its own circuit</li> <li>Make sure the cord, plug and switch are operating properly</li> </ul> |  |  |
| The unit makes loud noises          | <ul> <li>The unit needs to be lubricated</li> <li>Some parts may have come loose</li> <li>The drive chain is loose</li> </ul> | <ul><li>Oil the unit</li><li>Check and tighten all screws and bolts</li><li>Tighten the drive chain</li></ul>   |  |  |
| The unit has a bad odor             | <ul><li>The deodorant is empty</li><li>The deodorant dispenser is clogged</li></ul>   | <ul> <li>Replace deodorant</li> <li>Clear the nozzle with a thin piece of wire or<br/>remove and run the nozzle under warm water</li> </ul>   |  |  |





### **Clothes Washer**

| THE PROBLEM                                    | POSSIBLE CAUSE   | POSSIBLE SOLUTION   |  |  |
|--|--|---|--|--|
| The unit will not turn on                      | No power to the unit   | Make sure the unit is plugged in. Check and reset<br>the breaker  |  |  |
| The unit will not fill with water              | <ul> <li>The water valves are turned off</li> <li>Water line filters are clogged</li> <li>There is a kink in a water hose</li> </ul>                                 | <ul> <li>Make sure the water valves are turned on</li> <li>Make sure the water line filters are clear</li> <li>Check and straighten both water hoses</li> </ul>   |  |  |
| The unit fills with water,<br>but will not run | <ul> <li>The tub may be overfilled</li> <li>The timer is defective</li> <li>The lid is not closed properly</li> <li>The drive belt may be loose or broken</li> </ul> | <ul> <li>Remove some laundry and redistribute the remaining laundry in the tub</li> <li>Wait 15 minutes to allow the machine to reset</li> <li>Replace the timer</li> <li>Make sure the lid is closed and the safety switch is working</li> <li>Tighten or replace the drive belt as necessary</li> </ul> |  |  |
| The unit is leaking water                      | <ul> <li>The hose connections are loose</li> <li>Possible failed parts: gasket, mixing valve, hoses, overflow switch, or sensor</li> </ul>                           | <ul> <li>Check and tighten the hose connections</li> <li>Check and replace the defective parts as necessary</li> </ul>  |  |  |
| The unit vibrates more than it should          | <ul><li>The laundry load is unbalanced</li><li>The machine may not be level</li></ul>  | <ul><li>Distribute the clothes evenly</li><li>Level the machine</li></ul>   |  |  |
| The unit will not drain                        | <ul> <li>The lid is not closed properly</li> <li>The drain hose may be kinked</li> <li>The position of the drain hose may be too high</li> </ul>                     | <ul> <li>Because the unit spins and drains at the same time, be sure the lid is closed</li> <li>Check and straighten the drain hose</li> <li>If the drain hose is more than 4 feet above floor level and it cannot be lowered easily. Call a qualified service provider</li> </ul>                        |  |  |



### **Clothes Dryer**

| THE PROBLEM                                | POSSIBLE CAUSE  | POSSIBLE SOLUTION  |  |
|--|---|--|--|
| The unit will not turn on                  | The unit is not getting power   | Make sure the unit is plugged in. Check and reset<br>the breaker         |  |
|  | <ul> <li>There is a bad switch or timer</li> </ul>                        | Check and replace as necessary   |  |
|  | The belt drive is loose or broken   | Tighten or replace the belt  |  |
| The motor runs, but the drum does not turn | The drum is stuck   | Check the drum and remove any obstructions                               |  |
| does not tarn                              | The drum support mechanism is broken                                      | Check and replace as necessary   |  |
|  | The lint trap or exhaust vent is clogged                                  | Clear the trap or vent   |  |
|  | There are too many clothes in the dryer                                   | Remove some clothes  |  |
| The clothes don't dry                      | <ul> <li>The door gasket leaks</li> </ul>                                 | Check and replace the door gasket  |  |
|  | <ul> <li>The heating element may not be<br/>operating properly</li> </ul> | Check the heating element, thermostat and timer and replace as necessary |  |
| The unit will not shut off                 | The unit has a bad timer  | Check and replace the timer  |  |



### **Septic System**

| THE PROBLEM   | POSSIBLE CAUSE          | POSSIBLE SOLUTION  |  |
|---|-------------------------|--|--|
| The waste lines in the home<br>are draining slowly<br>or are backing up | The septic tank is full | <ul> <li>Inspect the septic tank to confirm the tank is<br/>full and that there are no other blockages in<br/>the waste lines</li> </ul>   |  |
|   |                         | <ul> <li>Have the tank pumped. To reduce the number<br/>of times the tank will require pumping, maintain<br/>the system properly to ensure the natural<br/>bacterial breakdown of the tank contents</li> </ul> |  |
|   |                         | <ul> <li>Be aware that most of today's soaps and<br/>bleaches will adversely affect the healthy<br/>growth of bacteria in the tank</li> </ul>  |  |



### **Well Water System**

| THE PROBLEM  | POSSIBLE CAUSE  | POSSIBLE SOLUTION  |  |
|--|---|--|--|
| The well is not producing<br>enough water  | <ul> <li>There has been a reduction in the<br/>aquifer. Compare the current static<br/>water level with the static water level<br/>records at the time the well was drilled.<br/>A lower level will confirm depletion in<br/>the aquifer</li> </ul> | Reduce water use or drill another well that taps<br>into a different aquifer   |  |
|  | Neighboring well interference   | <ul> <li>Identify neighboring wells located in the same<br/>aquifer. Reduce pumping rates as required</li> </ul>                   |  |
| An unnatural build up of residue or mineral scale on household plumbing fixtures | There is a biofilm or mineral build up<br>in the well casing, well screen or pump   | Shock chlorinate the well and water system for<br>the biofilm buildup, usually once or twice a year                                |  |
|  | intake  | <ul> <li>Have a drilling contractor clean, scour and<br/>acid treat the well in order to remove the<br/>mineral buildup</li> </ul> |  |
| Sediment in the water  | <ul> <li>Sediment is getting through the<br/>perforated casing or screen</li> </ul>   | Contact a qualified drilling contractor  |  |



### **Pool and Spa**

| THE PROBLEM                                 | POSSIBLE CAUSE  | POSSIBLE SOLUTION   |  |
|---|---|---|--|
| The circulating pump will                   | <ul> <li>There is no power to the<br/>circulating pump</li> </ul>   | Make sure the unit is plugged in. Check and reset<br>the circuit breaker  |  |
| not turn on or is not<br>operating properly | <ul> <li>The water level in the pool or spa<br/>may be too low and the pump has<br/>lost a prime</li> </ul> | <ul> <li>Raise the water level in the pool or spa and prime<br/>the pump by adding a few gallons of water to the<br/>pump basket and follow instructions in your<br/>pump manual</li> </ul> |  |
| The heater is not working                   | The unit is not receiving gas or power  | Be sure the gas valve is in the correct position. Check and reset the circuit breaker   |  |
|   | The filter is dirty   | Clean the filter with a backwash process or<br>remove and clean the filter cartridge  |  |
| The filter is not operating                 | The filter is dirty   | Keep the filter clean   |  |

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