



Kay Four Quarterly

A Quarterly Newsletter Published by Kay Four Properties Inc.

Spring 2013

Getting your Air Conditioner Ready for Summer

Adapted from article in the PPMA NEWS

Air conditioner season is finally upon us. In preparation for this year's season we replaced filters in air conditioners. It is your responsibility to clean these filters regularly. Simply remove and rinse the filter, let it dry and place it back in the unit.

Here are some common things to check before calling for air conditioner service. Please remember, they are designed to operate above 20 degrees centigrade (70 fahrenheit). Turning them on when it is below 15 degrees can damage their motors and compressors.

Unit Won't Start: Plug something else into the electrical outlet to be sure that electrical contact is being made.

Unit Blows Fuses or Breakers: Check that nothing else is on the same circuit. Is the filter clean? Is the external cover off? Are fuses/breakers the proper size? If the unit is turned off and on, allow 5 minutes before turning the unit back on.

Unit Won't Cool: Is the air exchanger closed? Is the filter clean? Is the external cover off? Check the cold control setting. Check the fan speed. Is the air intake blocked (e.g. furniture in front of unit)?

Evaporator Ices Up: Is the filter dirty? Is the blower wheel dirty?

Cleaning Unit: Clean the dust from the front grill each week with a soft, damp cloth and mild detergent. Clean the filter every month.

Note: For your safety, remember to turn the unit off and unplug it from the wall before removing front cover and never operate without a filter.



Carpet Cleaning Offer

Once again, Kay Four Properties has arranged for our selected carpet cleaning contractor to provide cleaning at a preferred rate. The cost of this service including GST is:

\$85.00 - 1 Bedroom Suite

\$95.00 - 2 Bedroom Suite

These prices are much lower than market carpet cleaning charges.

Please sign up for this service with your caretaker by May 27, 2013. We will book the cleanings for June, 2013. In the past, some tenants cancelled or rescheduled their bookings. We are billed by the contractor for loss of revenue when this happens. As such, we will require payment in advance of the cleaning and will not issue refunds on cancellations.

Remember that the Residential Tenancies Act states the tenant is responsible for keeping their suite, including all carpets, clean.



Spring Hints & Tips

- Many of our tenants have taken advantage of our Pre-Authorized rent payment program. You can too. Sign our form to save time, effort and paper—no more cheque writing or running to the bank. Your rent will be withdrawn from your selected bank account on the first day of each month.
- Fire doors are not to be propped open. This is against fire regulations and can damage the doors. Keeping the doors closed can save your life.
- Take the time to read our new laundry room signs. Be considerate of your neighbours and caretakers.
- Please place only recyclable items in the blue recycling carts. Don't put plastic bags in the carts; they are only recyclable at your grocer.
- If you see non-tenants dumping furniture, etc. by our bins, and are able to note a license plate # and/or car description, please call it in to us.
- Hall carpets are being cleaned again this spring. Help us keep them clean by wiping your feet on the entrance mats. Bicycles should be carried down halls – not rolled or ridden.
- Please call ahead and make an appointment if you need to visit your property manager or a senior manager at our office. They speak with several tenants and suppliers daily. Help them manage their time and provide you with the attention you need by making an appointment in advance.

