

# How to Guides

## How to stop a leak

Whenever there is leak on the hot or cold pipework, you can isolate it three different ways.



1.

First is to locate the main stop tap, which is normally underneath the sink or in the downstairs bathroom, you can turn the water off by turning the handle right (clockwise). To turn it on by turning it left (anti-clockwise).

2.

Second is to turn the blue switch to the off position and turn a cold tap on, this should isolate the water supply.

3.

In all our properties, under the sinks in the kitchen or toilets, there is an isolation valve. To turn this off use a flat head screwdriver and turn it to the right, so the flat head groove is now horizontal across the valve, or until the water turns off.



If you're unsure, please don't try this yourself and get in touch with us.

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## How to unblock your sink



**1.** Clearing a sink is really easy, all you need is a plunger and a cloth (paper towels, dishcloth etc).

**2.** Place the plunger over the sink hole with the plug taken out.

**3.** Turn on the cold tap and let the sink fill to just under the overflow.

**4.** Once the water is just under the overflow, turn the cold water tap off and remove the plunger.

**5.** The water will try to drain, until it gets to the blockage, and once it does get your cloth and put it into the water (make sure it's wet).

**6.** Now place the wet cloth over the overflow, this will cause a seal with your hand.

**7.** Now get your plunger and put it over the sink hole and press upwards and downwards.

**8.** Keep repeating until the blockage has been removed.

# How to Guides

## How to fix tripping electrics



1.

If you ever have any problems with your electrics tripping, always go to your consumer box and have a look if any of the switches are facing downwards.

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2.

If any are facing downwards, flip the switch back up and it will fix the problem.

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3.

If it trips again as soon as you flick the switch back up, please give us a call.



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# How to Guides

## How to test your smoke alarm



1.

To keep your smoke alarm in good working order you should test them at least once a week.

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2.

First, put your finger on the smoke alarm button and press it down (it should make a loud beeping noise).

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3.

This means it's working.

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4.

If there are any problems and no noise, please give us a call.



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