



DESCRIPTION OF SERVICES LIST

FLUORESCENT TUBES/LIGHT BULBS:

Replace any light bulb in the manor including non-functioning appliance bulbs. *Resident is responsible for supplying bulbs.* Replace defective fluorescent ballast.

LAMPS:

Repair or replace defective switches, sockets and wiring. Replace defective cords and plugs. Replace defective cord line dimmer switches. Assemble and test new lamps. *Resident is responsible for parts.*

ALTERATION LIGHT FIXTURES:

Raise, lower and install resident-supplied chandeliers. Repair or replace defective light sockets and ballasts. Repair wiring within the fixture. *Install new resident-supplied light fixtures and parts.*

OTHER ALTERATION ELECTRICAL:

Replace defective light switches and outlets. Replace defective GFI outlets. Reset tripped circuit breakers. Repair electrical wiring shorts within the box. Replace defective doorbell, button and transformer. *Resident is responsible for parts.*

ALTERATION DRAINS:

Clear clogged drains within the unit including kitchen sink trap, garbage disposal, dishwasher air gap, bathroom sink trap, toilets, tub and shower.

ALTERATION PLUMBING:

Repair or replace traps, pipes and hoses from the floor to the wall as needed. Repair or replace tub and basin stoppers.

ALTERATION TOILETS:

Replace defective flush valves, balls and flappers. Replace seals as needed. Resolve stoppages in alteration toilets or caused by the resident.

ALTERATION FAUCETS:

Repair faucets within the unit. Replace aerators, if needed. Replace handles *(resident supplied)*.

ALTERATION SINKS, KITCHEN AND BATH:

Replace leaking hoses and supply lines. Replace defective spray heads. Unplug, clean or replace drain traps. Repair or replace defective stoppers. Repair or replace defective pull rods. Remove trap to recover items lost in drain.

ALTERATION TUB AND SHOWERS:

Repair or adjust tub and shower doors as needed. Clear clogged drains. Repair stopper. Replace shower head *(resident supplied)*. Reinstall fallen shower curtain.

ALTERATION GARBAGE DISPOSALS:

Replace resident-supplied disposal. Clear jammed disposals. Reset switch. Replace defective wall switch. Clean or replace air gap as needed. Repair or replace electrical cord.

ALTERATION OR UPGRADED DISHWASHERS:

Remove object in tub. Repair interior parts as needed. Tighten counter attachment screws as needed. Repair leaking drain hose.

ALTERATION WATER HEATERS:

Adjust temperature. Inspect for leaks. Replace supply line washers as needed. Reset tripped thermostat control. Replace defective safety valve. Repair leaking drain valve.

WINDOW AND DECK SHADES:

Adjust pull string. Tighten loose brackets. Replace worn end brackets. *Install (resident supplied) shades.*

ALTERATION CLOSET/WARDROBE DOORS:

Adjust or reset doors. Lubricate doors as needed. Replace defective rollers and missing or defective floor glides. Adjust locking handles. Lubricate hinges as needed.

CLOSETS:

Replace broken alteration clothes pole and sockets. Resident is responsible for parts.

ALTERATION SLIDING GLASS DOORS AND WINDOWS:

Lubricate and adjust rollers. Replace defective rollers. Adjust and lubricate lock. Replace defective lock. *Resident is responsible for parts.* Adjust off track door. Reinsert loose screen in frame.

ALTERATION SLIDING SCREENS:

Adjust off-track door. Lubricate as needed. Replace defective rollers. Adjust or replace latch. *Resident is responsible for parts.* Reinsert loose screen in frame.

DRAPERY RODS:

Lubricate pulley as needed. Replace defective draw cord. Replace defective cord tension device. *Resident is responsible for parts.* Replace plastic hook eyelets as needed. Reinstall rod screws. Remove drapes for cleaning and reinstall.

ALTERATION OF PERSONAL PROPERTY DRAWERS:

Repair or replace broken runners. Lubricate hinges as needed. Tighten loose screws. Lubricate or replace rollers as needed. Tighten loose pull knobs.

ALTERATION OF PERSONAL PROPERTY CABINETS:

Tighten loose hinges. Lubricate and adjust hinges as needed. Replace defective hinges. Tighten loose pull knobs.

VENT FANS:

Replace defective switch. Repair fan blade vibration.

The United Laguna Woods Mutual Handyman Services Program does not cover cleaning tasks of any kind, although you may use the service to help you access areas to make it easier for you to clean them (i.e., moving a heavy appliance to allow cleaning below or behind it). This program also does not cover landscaping or roofing services.

PERSONAL SERVICES:

These are intended to help residents with everyday chores that have become a burden. The resident will supply any necessary parts for personal services. Items covered include, but are not limited to:

- Resident assistance equipment (*all equipment supplied by resident*): Install wood blocks under bed. Install raised toilet seat. Install toilet support/grab bars. Tighten loose shower grab bars.
- Install vacuum cleaner bag.
- Remove or install table leaves.
- Turn mattress.
- Open or close convertible couches.
- Move lightweight furniture.
- Hang small lightweight shelves.
- Move or hang potted plants.
- Install paper towel hangers and cup hooks.
- Small carpentry jobs.
- Duplicate keys made.

**For more information contact
RESIDENT SERVICES:**

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