Routine apartment maintenance is an important aspect of living off-campus. Keeping your off-campus housing on a regular maintenance schedule will help to avoid major and minor issues. Understanding how to take care of routine maintenance issues will help you acquire skills that can be used throughout life.

**Read over your lease:**
Each lease is different. The first step in understanding what maintenance responsibilities lie with the tenant (you) and your landlord is to read over the lease. While most maintenance will fall on the responsibility of the landlord, there may be certain things (trash, pest control) that may be the tenants responsibility.

**Keep it clean:**
Keeping your off-campus housing clean is one of the easiest ways to keep maintenance issues at a minimum. Keep a routine schedule of cleaning to avoid clutter, and to ensure that any issues are not hidden by clutter. Regularly cleaning appliances and changing filters can aid in keeping appliances working properly.

**Check Google or Youtube to DIY:**
Some maintenance issues are easily fixable, or may even be the tenants responsibility to fix. Before calling maintenance or an outside professional, check YouTube or google for instructional videos. NEVER attempt to DIY electrical work, or repairs to appliances if you are not certified.

**Make a work-order:**
When you encounter a maintenance issues that needs to be addressed by your landlord, make sure you know how to put in a work-order. Some landlords require a written work-order, a phone call, or an electronic form. Regardless of the method, call your front office and ask for an estimated completion time on the order. Ensure that your housing is ready for maintenance staff by clearing the area of concern, and by putting away pets and personal effects.

**Code Violations:**
Sometimes you may come across a maintenance issue that goes beyond a simple fix. Holes in the walls or the ceiling, drips in the apartment, and a list of other issues may actually be code violations that your landlord legally has to repair. Read over the City of Greenville's Code manual to see when you need to report code violations

https://www.greenvillenc.gov/home/showdocument?id=534