

MAINTENANCE *TIPS*



CHRISTMAS TREE DISPOSAL

When disposing of your nature Christmas tree, please place the tree next to the trash/recycle bins located in the trash enclosure area. Please do not place the tree inside the bin as this leaves no room for general household trash. Trash management will be picking up all trees and separately disposing of them.

WORK ORDER REQUEST

To access our online maintenance request system "Maximo", copy and paste the URL address in your browser: hhs.maximo.ucla.edu.

10 CHRISTMAS TREE SAFETY TIPS

Christmas tree fires usually cause serious and costly damage. Eighteen percent of these fires were caused by a heat source too close to the tree. Improper disposal of the tree is also implicated as a cause. Here are tips to prevent this very preventable type of residential fire.

1. **Choose fresh over cheap and dry.** The fresher the tree, the less likely it will pose a fire hazard. Look for flexible needles that don't break, and a trunk with sap.
2. **Keep the water coming.** The tree stand should contain a continuous source of water and be sturdy enough to resist toppling by kids or pets.
3. **Don't choke the cord.** Attach only three maximum strings of lights to any one extension cord, then place cords along walls to prevent a tripping hazard. Never run them under rugs or carpets.
4. **Trees don't need warmth.** Keep the tree away from heat sources such as fireplaces, candles and even a TV.
5. **Not any lights will do.** Use low energy, safe lighting that's been certified by a safety testing lab. Don't use damaged or frayed cords.
6. **Shut the lights.** Never leave the lights on overnight. Same goes for any appliances not in use when you are home or away.
7. **Don't keep a dry tree around.** Dispose of it at this point properly. Don't even keep it in the garage.
8. **Artificial tree safety awareness.** Artificial trees should be flame resistant and have a seal for an approved safety testing laboratory if the tree contains a built-in lighting set.
9. **Death by artificial tree.** If the tree is metal, never use electric lights, as they can charge the tree and lead to electrocution.
10. **Keep a fire extinguisher nearby.** Make sure everyone knows its location and how to use it.



MAINTENANCE *TIPS*

CONTINUED



**WASTES YOU SHOULD NOT
PUT IN YOUR**

GARBAGE DISPOSAL



GREASE, FAT AND OILS

Eventually, this grease gets solid and clog your drain. It also can cause bad odor in the kitchen.



STARCHY VEGETABLES

Celery, asparagus, artichokes, kale, lettuce etc. can wrap around the blade & clog the drain.



ROUGH BONES

Although Many manufacturers say that you can put bones in a garbage disposal, there is always a chance that it can harm the blades. The only bones that are okay to go down the garbage disposal are fish bones.



PASTA & RICE

These foods can swell with water and form a paste-like substance, which is extremely helpful to clog the trap.



NON-FOOD ITEMS

Small cutleries sometimes disappear inside the sink which causes huge damage to your disposal unit. Other than that avoid putting small rubber bands, cigarette butts, pull tabs, sponges etc. into the disposal unit.

GREASE & COOKING OIL

Avoid putting grease and cooking oil down the sink or toilet. Grease will clog pipes as fats saturate the plumbing and affect neighboring apartments. Cooking grease may be disposed of in the trash. Let the grease harden on the pan and wipe it off with a towel. For larger amounts of grease, pour grease into containers that can be sealed and disposed in the dumpster.

GARBAGE DISPOSALS

Garbage disposals may not be used to grind or dispose large amounts of food waste such as rice, pasta, or fibrous vegetables. A garbage disposal's purpose is to catch small residual food items when kitchenware is rinsed or washed. Never use chemical drain openers in the drain. These chemicals are dangerous and will deteriorate garbage disposals and drain opening equipment.

BABY & CLEANING WIPES

Baby and cleaning wipes are wrecking the plumbing system. Wipes are not flushable, even the ones advertised as "flushable". Wipes do not break down and accumulate in the pipes until they clog the lines and cause a main line back up. All wipes must be disposed of in the trash.