



Wampler Property Management, LLC
412 W. Clark St.,
Champaign, IL 61820
217-352-1335 Phone | 217-352-1336 Fax
[www. wamplerapartments.com](http://www.wamplerapartments.com)

Maintenance Instructions

REQUESTS: We encourage you to use your online tenant portal, where you can login and conveniently request maintenance and see the status of your maintenance. You may also call the office Monday through Friday, between 9:00 AM and 5:00 PM, or you can email our maintenance crew at maintenance@wamplerapartments.com. When requesting maintenance, please provide your contact, address, and maintenance information in detail. If you would like to be present at the time of maintenance, please include this in your request.

EMERGENCIES: For after-hours maintenance emergencies please call the emergency maintenance number, which is 217-530-2029.

LEAKS: In the event of a water leak, there are usually shut-off valves found underneath a sink or below the tank of the toilet. Please shut off the water flow using this valve and contact us immediately to prevent any further damage.

LOCKS: You must have permission from our office to install any additional locks on doors. For after-hours lock outs, you must contact Dave and Harry Locksmiths at 217-352-5034. You will be responsible for their fees.

GARBAGE DISPOSAL: Please take care when using the garbage disposal. They are not designed to grind bones, gristle, metal, wood, etc. Also, please do not put rice into the drains as this can cause a clog.

A/C: All apartments with central air conditioning will have their filters changed before the heating and cooling seasons. Please leave the exhaust switch in the closed position on in-wall units when they are not in use.

WALL HANGINGS: The best way to hang items on walls is with small tacks or finishing nails. Bulldog clips or anchors are good for hanging heavy pictures. We consider small holes to be normal wear-and-tear; however any major damage caused may be held against your security deposit.

PEST CONTROL: Your building is treated periodically by TLC Pest Control. If you have any infestation problems and require an additional pest treatment, please contact our office.

ADDITIONAL INFO: If you leave for an extended period of time during winter months, please make sure you keep the heat at no less than 60 degrees in order to prevent the pipes from freezing.