

Grand Panama Resort Association

How to Maintain Your Individual Condo Unit

Monthly Tasks

- Inspect HVAC filters – Clean or replace if dirty.
- Check plumbing – Look under sinks for leaks and check faucets for drips.
- Test smoke and CO detectors – Ensure batteries are functioning.
- Clean kitchen exhaust fan/filter – Degrease to maintain airflow.
- Run water in unused drains – Prevent odors from dried-out traps.

Quarterly Tasks (Every 3 Months)

- Deep clean appliances – Refrigerator coils, dishwasher filter, oven, washer/dryer.
- Inspect caulking and grout – Especially in bathrooms and kitchens.
- Lubricate door hinges and sliding tracks – Prevent sticking or squeaking.
- Clean garbage disposal – Use ice cubes, baking soda, and vinegar.

Biannual Tasks (Every 6 Months)

- Check and clean behind/under appliances – Prevent dust buildup and pests.
- Inspect windows and doors – Look for drafts, broken seals, or hardware issues.
- Test and reset GFCI outlets – Ensure electrical safety.
- Check water shut-off valves – Make sure they turn easily in case of emergency.

Annual Tasks

- Schedule HVAC service – Professional inspection and servicing.
- Drain water heater (if applicable) – Remove sediment buildup.
- Inspect and clean dryer vent – Reduce fire risk.
- Check for signs of mold or mildew – Address any damp areas quickly.
- Review insurance coverage – Make sure your condo is adequately insured.

Ongoing Tips

- Keep maintenance records – Track service dates and expenses.
- Follow building rules – Some tasks (e.g., major plumbing, flooring on balcony and interior of unit) require COA approval.
- Stay alert for pests – Report infestations early before they spread.
- Complete a maintenance request through the FirstService Residential application.
- Report common area issues – Inform the condo association of any exterior or shared space concerns.

- Check wire connectors in outlets and replace connectors as needed.
- Keep your drain hose from washing machine and air conditioner zip tied to drainage pipe.
- Refresh batteries in remotes. Cable TV boxes can be refreshed by unplugging the unit for 30 seconds. If problems persist, call WOW cable at pcbultktroubles@wowinc.com and provide you're a short description of the issue, Grand Panama Beach Resort with your unit number and Tower and your contact information. You can try 855-478-8114 or 866-496-9669.
- Internet issues can be addressed by contacting our CAM who will address the issue with our internet provider.
- If black spots appear on ceilings or walls, it is likely caused by excessive moisture in your unit. These black spots can be easily removed with bleach. Check your air conditioner settings and use a dehumidifier.
- Each unit has a master breaker and meter located in a maintenance closet. If there are problems with your electricity that is coming from the master breaker or meter, the association will be responsible for the repair. Please contact maintenance.

Maintenance issues that are the responsibility of the association can be addressed by completing a maintenance request in the FirstService Residential Portal. Contacts for the association include:

Maintenance Supervisor: Tony Hockensmith

Phone: 606-492-5170

Work Orders Email: gpmaint@fsresidential.com or tony.hockensmith@fsresidential.com

Community Association Manager (CAM): Shelley Richards

Office Hours: Monday-Friday 8:00 a.m.-5:00 p.m.

11800 Front Beach Road, Panama City Beach, FL. 32407

Phone: 816-785-9083

Email: shelley.richards@fsresidential.com

Security: Onsite Phone 850-625-5960