

# GREAT WEST CONTRACT SERVICES, INC.

PROPERTY MANAGEMENT

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## **GUIDELINES FOR WINTER! (OCTOBER – MAY)**

- Be sure that OUTSIDE HOSES are disconnected when not in use.
- Any time the temperature gets below 10 DEGREES: (day or night!)
  - Leave faucets in all sinks and tubs dripping – especially hot water.
  - Leave doors to bathrooms open to allow heat into bathroom.
  - Leave cupboard doors to bathroom vanities and kitchen sinks open to heat.
- Do not block Furnace cold air return vents with furniture!
- IF YOU GO AWAY during the winter season
  - Call and let us know the dates you will be gone. That way, we can check your unit if a cold snap occurs.
  - Try to have a friend check on your place while you are gone and give them our name and number and a copy of this letter.
  - DO NOT TURN THE THERMOSTAT DOWN!! Heat level should remain the same as when you are home.

## **FIRE SAFETY TIPS and SMOKE DETECTOR MAINTENANCE**

- APPLIANCES: Never leave ANY appliances on while you are not home.
- ASH TRAYS: Wait at least 12 hours before emptying ash trays into trash cans.
- CHILDREN playing with matches or lighters are the major cause of fires: Be sure to instruct your children in fire safety, and keep matches and lighters out of their reach.
- FIRE EXTINGUISHERS: We strongly recommend that you have at least one fire extinguisher in your unit. Read the instructions BEFORE you have a problem!
- CHRISTMAS TREES and HOLIDAY LIGHTS: NO holiday or tree lighting should be on when you are gone or when you are asleep. If your Christmas tree gets dry and brittle DO NOT TURN ON THE LIGHTS and throw the tree away as soon as you can.
- FIREPLACES: THE USE OF FIREPLACES IS STRICTLY FORBIDDEN UNDER ANY CIRCUMSTANCES!
- SMOKE DETECTORS:
  - TEST ALL SMOKE DETECTORS AT LEAST ONCE A MONTH. You should have a smoke detector in the area of your kitchen as well as in bedroom areas. It is against the rules of your lease to remove smoke detector batteries!!
  - If detector is not working, REPLACE BATTERIES AND TEST AGAIN!
  - If it still does not work when re-tested, give us a call and we will check the unit.
  - If you have any problems or questions on how to check smoke detectors, call us and we will come and demonstrate how to test them.