

COLD WEATHER PRECAUTIONS

(Sample letter sent by landlord to residents)

There are several important steps you can take to protect your home during cold weather such as we will be having this winter. Please call me if you need help with any of the items.

Preventing pipes from freezing.

- 1) Disconnect hose from outdoor faucet and turn off interior basement shut-off to faucet if there is one.
- 2) In very cold weather, open cabinet doors under sink in kitchen and bathroom to allow heat to get to plumbing.
- 3) Do not shut off any unheated basement areas where plumbing runs.
- 4) In very cold weather, in parts of the house where there are possible problems, keep faucets dripping slightly.

Safer use of space heaters.

- 1) Avoid using an extension cord. If you absolutely must use an extension cord, do not use one rated at less than 1875 watts.
- 2) Do not use heater in a wet or moist location. Do not touch heater if you are wet.
- 3) Keep combustible materials such as bedding, curtains, paper, clothing, etc. away from heater.
- 4) Do not overload electric circuit. Do not use heater on the same circuit as other appliances.
- 5) A cooking stove is not meant to be used as a space heater. There are risks of fire, carbon monoxide poisoning, and damaging the stove.
- 6) Do not use kerosene heaters.

Smoke detector and fire extinguisher.

- 1) Check your smoke detector for proper operation at least once a week. Replace the battery as needed. Do not disconnect or remove the battery.
- 2) Check your fire extinguisher to make sure that it is charged.

Gas service.

- 1) Immediately notify me if your gas is to be disconnected.
- 2) If you have an emergency involving natural gas, call _____.

Basement shut-offs for utilities, furnace.

- 1) Check in the basement to make sure you know where the main shut-offs are for gas, electricity, and water.
- 2) Most furnaces have an electric switch near them, similar to a regular light switch. Do not accidentally turn this off, as a forced air gas furnace will not operate when power to it is shut off.