

A CAUTIONARY REMINDER

WINTERIZATION PROCEDURES FOR HOMEOWNERS, GUESTS, LONG AND SHORT TERM RENTERS

Between November 1 and March 30, or anytime the wind chill is zero degrees or expected to be zero or below, you must turn off water when retiring for the night, going to work, overnight absences, or vacating unit.

WHEN LEAVING UNIT:

3. **TURN OFF** water heater at circuit breaker box.
4. **TURN OFF** solenoid water switch.
5. Immediately **OPEN ALL FAUCETS** in shower and sinks.
6. **SET HEAT** at 55 degrees.
7. **OPEN ALL CABINETS** under sinks to let warm air circulate to the pipes.
8. **OPEN CLOSET DOORS** where weather watch thermostat is located. The closet is marked with red sticker on the hall closet door or the furnace door. The thermostat should be kept at 45 degrees and will signal security, via an outside light on the building that the heat has gone off in the unit.

WHEN RETURNING TO UNIT:

1. **TURN ON** solenoid water switch.
2. Water will start flowing in open faucets. **LET WATER RUN** to remove air from line. When air is flowing naturally, air is out of line.
3. **CLOSE FAUCETS**. Listen carefully. You have a leak if you hear water running in walls or cabinets or if you do not have normal water pressure.

If you have a leak, **IMMEDIATELY TURN OFF** your water as if you were leaving the unit to prevent severe water damage. **CALL** Mike Sears Maintenance at 824-9886 or page at 337-7488.

1. If you have no leaks, **TURN ON** water heater and you now have normal water service.

In all seasons, if you plan to be gone overnight, or leave your unit you must turn off your water to prevent water damage. Water can leak from icemaker valves, washer hose, beneath sinks, hot water heaters, dishwashers or toilets.

Failure to follow these procedures could result in water damage. You will be liable for all Association costs resulting from water damage stemming from not shutting off your valve. You may also be liable for all costs, as our insurance policy has a “negligence” clause.