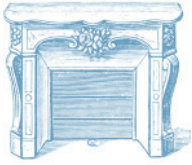


SEASONAL MAINTENANCE



INTERIOR

Furnace

- 1) Set the thermostat to the appropriate “heat/winter” or “cool/summer” position.
- 2) Check to see that all supply and return air vents are clean and unobstructed.
- 3) Make sure the condensation drain (central air only) is not clogged or obstructed.
- 4) If you have a radiant heat system, make sure there are no leaking valves or radiators.
- 5) Clean or replace the filter regularly.

Fireplace (where applicable)

- 1) Be sure the damper is in good operating condition. Damper should be closed unless fireplace is in use.
- 2) See that the flue and chimney are unobstructed. Periodic inspection and cleaning is strongly recommended, however this is typically at tenant’s expense.

Smoke and Carbon Monoxide Detectors

- 1) Test all smoke and carbon monoxide detectors frequently to see that they are operating properly. Battery operated models will begin making an intermittent chirping sound when the battery runs low.



EXTERIOR

Lawn and Shrubbery (where applicable)

- 1) Cut grass and prune shrubs as needed. Remove all leaves in the fall; check with your neighbors for disposal procedures.
- 2) If necessary, contact county authorities for information on damaging insect control.

Gutters

- 1) All gutters should be free of leaves and debris. Downspouts should drain away from the foundation.

Winterization of Outside Faucets and Electrical Outlets (where applicable)

- 1) Close all shut-off valves (green tags) to outside faucets, then open the faucets. Be sure to close faucets before opening shut-off valves in the spring.
- 2) See that all outside electrical outlets are capped if possible or disconnect the appropriate fuses or circuit breakers.