

# **2017 WINTER CHECKLIST**

## **SUGGESTIONS**

1. Clean or replace your furnace filter – most are 16x25x1 – at least twice annually.
2. Have your gas company or any reputable furnace technician check and adjust your heating equipment to ensure maximum efficiency and proper operation.
3. Turn off Air Conditioner (AC) disconnect located outside each unit and/or circuit breaker in electrical panel. Wrapping your external air conditioning unit with a winter cover will protect it from harsh cold weather conditions.
4. Turn off outdoor water faucet valves and leave outdoor faucets open to drain the lines and prevent freezing. Remove outside hose(s).
5. Be sure that gutters and downspouts are clear. All gutters and downspouts are cleaned thoroughly by the condominium in mid-November after most of the leaves fall. If your gutters and downspouts are clogged after the fall cleaning please call the office at 508-478-1250 to have them cleared and checked.
6. Throughout the winter season, residents are reminded to keep ALL decks and stairs clear of snow and ice. The rules & regulations state that it is the owner's responsibility to make sure that the decks are cleared. It is also a good idea in general as it prevents the possibility of accidents and protects the structural integrity of the decks.
7. To prevent freezing of interior water pipes, please keep your furnace on and set no lower than 50°F and the hot water tank set on low whenever you're away for an extended period over the winter season.