**RESIDENT WINTER SAFETY AND AWARENESS NOTICE**

*Include Date Notice Sent*

**Dear Residents: PLEASE READ THE FOLLOWING THOROUGHLY!**

It’s the time of year when it’s important to consider winter weather so here are some helpful hints, precautions, and preventative measures to take:

* With winter approaching, we ask your cooperation to avoid issues resulting from ice, snow and wintry weather. YOU HAVE A PERSONAL RESPONSIBILITY FOR YOUR OWN SAFETY! Please take whatever steps and precautions you feel are necessary to protect yourself and your property.
* Please note that if conditions allow—depending on accumulations of ice or snow, time of day, temperature, traffic conditions, etc.—and at the discretion of management, maintenance staff may clear the walkways around common areas such as the main office, community room, laundry room and mailboxes. However, during extreme or dangerous weather and/or road conditions, maintenance cannot provide ice/snow removal until conditions improve. We do not want residents in multifamily housing to attempt snow or ice removal.
* It is important that residents plan in advance of extreme weather, ensuring that their homes are well stocked with food, water, prescription medications, and other emergency supplies, thus enabling them to remain in their unit until road conditions improve. Should an emergency requiring medical assistance arise during this time, please call 911. Residents living in single family housing may be required to maintain their property with regards to snow and ice removal; please refer to your lease.
* If you have any hose(s) connected to the exterior hose bibs, please disconnect it/them until any danger of freezing has passed. If the hose is not disconnected, the hose bib may freeze, causing water to leak inside the unit, resulting in water damage.
* Please refrain from washing your vehicle on the premises. We also request that you do not use water to remove frost or ice from your vehicle windshield, and instead scrape your windshield with an ice-scraper, or spray-on deicer. The ice resulting from the use of water, whether hot or cold, can lead to very slippery walkways, parking lots, and driveways, endangering the safety of everyone.
* Always listen to your local radio, news, and weather channels to determine changes in weather conditions.
* If cold weather, ice, snow, or other adverse weather is forecasted:
  + Avoid unnecessary travel. If, however, you must travel, utilize public transit or plan alternative arrangements with friends or family.
  + Check in with relatives, friends, and neighbors who may be able to provide help or require help in preparing for possible adverse weather conditions.
    - Ensure that you have water and other emergency supplies BEFORE the weather turns bad; stock up on batteries, flashlights, and non-perishable foods. Keep a manual can-opener on hand and fill prescription medications in advance.
  + Clean/vacuum heater grills, and exercise caution in terms of furniture placement near heat sources. All items should be kept a minimum of 18 inches away from any heating sources, furnaces, and water heaters.

If temperatures are forecasted to drop below freezing, and in case of a snow or ice storm, we ask that residents take note of the following:

* The weather is uncontrollable. Residents, therefore, need to take precautions when going outside and walking and/or driving.
* Maintain a minimum temperature within your residence of 60 degrees, and allow heat to circulate through all rooms, especially those with plumbing pipes in the walls. **Remember that you are in violation of your lease if you do not use heat.**
* Leave cabinet doors open beneath your bathroom and kitchen sinks, thereby allowing warm air to reach the pipes.
* Keep a trickle of water running in all sink faucets at all times during freezing temperatures to prevent pipes from freezing.
* IMPORTANT! If pipes freeze, turn off the water to your unit and contact your property manager or the maintenance department immediately as it is essential to take the appropriate action as swiftly as possible. Do NOT attempt to thaw pipes yourself! If you don’t know where the water shut-off is located, please ask your property manager now.
* If you will be away from home during cold weather, notify your property manager of your absence (which will allow us to keep a watchful eye on your unit in case a problem develops) and DO NOT set the heat any lower than 60 degrees.

If your power goes off:

* DO NOT use kerosene or propane heaters, or barbecues inside your unit.
* DO NOT use kerosene or propane lanterns. Instead, choose flashlights or battery-operated lanterns.
* Use candles as a light source only as a last resort, being very cautious of where the candle is sitting. Keep away from curtains and other combustibles that could catch fire and NEVER leave candles unattended. Also ensure that candles are kept out of reach of small children.
* Taking the above precautions should help keep you safe, reduce the risk of injuries, and reduce the chance of frozen pipes and water damage. Thank you for your anticipated adherence to the above requirements and precautions, and have a safe and happy winter.

*(Optional)*

ACKNOWLEDGEMENT

I acknowledge that I have read the Winter Safety and Awareness Notice and understand its provisions and agree to abide by the requirements and precautions stated above.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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