

PREPARATION FOR COLDER WEATHER

To help you prepare for cold weather we'd like to share a checklist that will help you keep your heating bills down this winter and make your home warmer and safer for you and your family. Planning ahead can save you money and frustration. As per your lease agreement, preventable damage (such as freezing pipes) is the tenant's responsibility.

Outside Preparation

- ✓ Check and close all the vents to the crawl space under the building.
- ✓ Unhook your garden hoses and drain them. Wrap the hose bibs with newspapers covered with a waterproof material or you can purchase a cover from a hardware or building supply store.
- ✓ Prevent water lines from freezing by wrapping exterior pipes; pipe wrapping materials can be purchased at a hardware or builder supply store. Newspapers covered with a waterproof material will work also.
- ✓ Shut down your sprinkler system. Instructions are on our website under '[Tenant Forms/Services](#)' labeled 'Winterizing the Sprinkler System'. Make sure you drain the water from your sprinkler system.
- ✓ Locate your main water shut-off valve, before a problem occurs. If you are not sure where it is, call your Property Manager and ask them for instructions on how to find it.
- ✓ Should pipes freeze, don't use open flames to thaw out lines. This may catch the house on fire, or worse, create an explosion caused by expanding steam between two plugs of ice. Pipes don't always burst the first time they freeze.
- ✓ Should a pipe burst; locate your water shut-off quickly at the main valve. If the pipe break is a hot water line, close the valve on the top of the water heater also. If you cannot get the main water shut off, call the City of Albuquerque Water at 505-857-8250 for an emergency shut-off. Report the burst to us immediately, so we can send a plumber as soon as possible.
- ✓ Check to ensure that the caulking around the outside windows and any weather stripping around door frames is still in place to stop cold air.
- ✓ Keep the gutters cleaned out if they are clogged with leaves. The water will overflow and could cause wood rot or back up under the roof and into the house.

Inside Preparation

- ✓ Make sure the heat never goes below 50 degrees, even when you are not home.
- ✓ If the temperature is forecast to drop below freezing, leave at least one faucet inside dripping lukewarm water so that both hot and cold pipes are involved.
- ✓ During periods of cold weather, leave cupboard doors open in the kitchen and bathroom so that pipes inside will be exposed to heat.
- ✓ Changing the heating/air filters monthly can make a big difference in your energy savings.
- ✓ Test all your smoke alarm(s). If you do not have smoke alarms notify us immediately. There are more fires in the winter, and the smoke alarm is one of your best safety features. Test smoke alarms every quarter, if they do not work, replace the batteries. If after replacing batteries they do not work notify us. You might want to consider buying a small fire extinguisher for your kitchen and garage.

We greatly appreciate your efforts in helping to make sure your residence is kept as warm and as safe as possible during the upcoming winter months