



TOWNHOUSE WINTER CHECKLIST

In an effort to help maintain your unit and prepare for winter, the following is a checklist of items that are the responsibility of all townhouse tenants.

_____ Remove garden hoses from water faucet and properly store in basement for the winter.

_____ Close water valve to the outdoor faucet (located in the basement) then open the outdoor faucet. Ensure all water is drained from the waterline then close the outdoor faucet.

_____ Mow the grass in the front and back yards and rake up any leaves.

_____ Store all toys and seasonal items in the basement for the winter.

_____ Clear window wells of all objects. If items are stored in the window wells they may affect water drainage in the spring which may cause water to enter your basement.

DELTA & CREEKSIDE TENANTS

_____ Wash and dry the furnace filter. Check it regularly and wash as needed. Not only will this improve the efficiency of your furnace but it may help in reducing your energy bill. **REMINDER:** *The Furnace Filters are lifetime filters. Do not throw them out.*

_____ Windows are to remain closed in the winter. If they are opened, they could freeze open and break the window/track. Any damage would be a charge back to you, the tenant.

_____ Front and back walkways are to be shoveled and salted. **NOTE:** *A \$100.00 service fee will be charged to your account each time Wood Buffalo Housing & Development Corporation has to provide this service.*