

Seasonal Maintenance Guidelines for Tenants

Dear Tenants,

As the seasons change, we want to ensure that your living environment remains comfortable and well-maintained. Below are some seasonal maintenance guidelines to help you prepare for the upcoming season.

Spring Maintenance Tips

- Check and replace air filters in heating and cooling systems.
- Inspect windows and doors for leaks and seal any gaps.
- Clean gutters and downspouts to ensure proper drainage.
- Change smoke detector batteries to ensure safety.

Summer Maintenance Tips

- Schedule an HVAC system check-up to keep cooling efficient.
- Trim back trees and shrubs from the exterior of the building.
- Inspect outdoor equipment and tools for wear and tear.

Fall Maintenance Tips

- Flush out sprinkler systems before the first frost.
- Clean and store outdoor furniture and equipment.
- Check weather stripping around doors and windows.

Winter Maintenance Tips

- Keep thermostats set to a minimum of 60degF to prevent pipes from freezing.
- Remove snow and ice from walkways and outdoor stairs regularly.
- Inspect heating systems for optimal performance.

Thank you for your cooperation in keeping our community safe and comfortable. If you have any questions or need assistance, please do not hesitate to contact us.

Sincerely,
Your Property Management Team