

Cold Weather Heating Protocol for Residents

Date: [Insert Date]

Dear Residents,

As we approach the cold weather season, we want to ensure your comfort and safety. Please find below the heating protocol to be followed during periods of extreme cold:

Heating Guidelines

- Set your thermostat to a minimum of 68degF (20degC) when indoors.
- Ensure all windows and doors are properly sealed to prevent drafts.
- Utilize space heaters safely, keeping them away from flammable materials.
- If you experience any heating issues, please contact maintenance immediately.

Emergency Contacts

For heating emergencies during office hours, please call [Insert Office Number]. After hours, contact [Insert Emergency Number].

Staying Warm

Layer up! Wear warm clothing and use blankets to stay warm. If you are in need of additional assistance, please reach out to management.

Thank you for your cooperation and stay warm!

Sincerely,
[Your Name]
[Your Title]
[Building/Community Name]