

# Winter Heating Guidelines for Tenants

Dear Tenants,

As winter approaches, we want to ensure that you are comfortable and warm in your home. Below are some important guidelines regarding heating:

## Heating System Operation

- Set your thermostat to a comfortable temperature, recommended at 68degF (20degC).
- Do not block vents with furniture or curtains to ensure proper airflow.

## Energy Conservation Tips

- Close blinds and curtains at night to retain heat.
- Use draft stoppers on doors to prevent cold air from entering.

## Maintenance

- Notify management immediately if you experience any heating issues.
- Check and replace HVAC filters as necessary.

## Emergency Procedures

If you encounter a heating emergency, please contact building management as soon as possible.

Thank you for your cooperation, and please stay warm!

Sincerely,

The Management Team