

Tenant Instructions for Summer Cooling Management

Dear Tenants,

As the summer season approaches, we would like to provide you with some helpful instructions to ensure comfortable living conditions while managing energy use effectively:

1. Optimize Air Conditioning Settings

- Set your thermostat to 78degF (26degC) when you are home.
- Avoid setting it lower than necessary to reduce energy costs.

2. Use Fans Wisely

- Use ceiling fans to circulate air and make the room feel cooler.
- Turn off fans when leaving a room, as they cool people, not rooms.

3. Keep Windows and Doors Closed

- Close all windows and doors during peak heat hours to keep cool air in.
- Use curtains or shades to block direct sunlight.

4. Regular Maintenance

- Ensure air filters in your units are clean and replaced regularly.
- Notify property management of any cooling issues immediately.

5. Be Mindful of Energy Use

- Consider turning off lights and unplugging electronics when not in use.
- Report any leaks or drafts to help maintain energy efficiency.

Thank you for your cooperation in keeping our community comfortable and energy-efficient. If you have any questions or require assistance, please contact the property management office.

Sincerely,
Management Team