

# Warm Weather Cooling Procedures

Dear Tenants,

As we enter the warm weather season, we want to ensure your comfort and safety in our community. Below are the cooling procedures to follow during hot weather:

## 1. Air Conditioning Set Up

Please make sure that your air conditioning units are set up and functioning properly. If you encounter any issues, contact maintenance immediately.

## 2. Keeping Windows and Doors Closed

To ensure maximum cooling efficiency, please keep all windows and doors closed while the air conditioning is running.

## 3. Hydration and Health

Stay hydrated by drinking plenty of water. Please check on your neighbors, especially the elderly and those with health concerns.

## 4. Reporting Issues

If you experience any cooling issues in your apartment, please report them to the management office as soon as possible.

## 5. Emergency Procedures

In the event of a power failure or cooling system breakdown, please refer to our emergency contact numbers and follow the instructions provided in your tenant handbook.

Thank you for your cooperation and enjoy a comfortable summer!

Sincerely,  
Your Management Team