



Dear Valued Residents,

With the periodic severe cold/freezing temperatures, we ask that you please:

- Let your water slightly drip from kitchen, bathroom, and shower faucets when the temperatures reach below freezing or if you are going to be away from your apartment for longer period of time.
- If you are going to be away from your apartment for a lengthy period of time, please notify management and update your emergency contacts with us.
- Keep your thermostat set to 65 degrees or warmer to prevent pipes from freezing
- Use extra precaution if you are using space heaters. To help prevent a fire and help you stay safe, here is a list of simple tips that can drastically reduce your chances of an accidental fire:
  1. **SAFETY RATING:** Use only a space heater that has been tested to the latest safety standards and has been certified by a nationally recognized testing laboratory. Older space heaters may not meet newer safety standards.
  2. **LOCATION:** Use heaters on the floor. Never place heaters on furniture. Keep the heater at least three feet away from bedding, drapes, furniture, and other flammable materials.
  3. **INJURY PREVENTION:** Pets and children should be carefully supervised around space heaters. These appliances get very hot and can easily burn children or pets.
  4. **MONITORING:** Turn off all space heaters when the room is empty and turn off all space heaters before going to bed for the night. Unplug all heaters when not in use. Use your heater for 20 to thirty minutes prior to going to bed to warm the room, then unplug from wall outlet prior to going to sleep. Never lay clothes or any other materials on top of a space heater. It can be tempting to dry clothes, socks or shoes near a space heater, but those materials could easily catch fire. Use laundry facilities to dry clothing and shoes.
  5. **CORDS:** Do not use an extension cord with a space heater. Be sure the plug fits snugly in the outlet; a loose plug can overheat and cause a fire. Even operating correctly, the cord and plug may feel warm. If the plug feels hot, unplug the heater and have a qualified repairman check for problems. Using a heater with a hot cord or plug could start a fire. Do not hide cords under rugs or carpets. Since the cord and plug generate heat even when operating properly. Placing anything on top of the cord could cause the cord to overheat and can cause a fire. Carefully check all electric space heaters for signs of frayed wires, broken wires, overheating or frayed insulation. If any problems are found the heater should not be used.

**These instructions are especially important to follow for residents that are going out of town or live in basement or top floor units.**

\*\*\* **Reminder:** EMG strongly recommends that each resident secures renters insurance. \*\*\*

Thank you,

Office Phone

Maintenance Emergency Phone

Email Address