**INSTRUCTIONS FOR COLD WEATHER**

**To ensure that your water or pipes do not freeze please do the following:**

Do not turn off the switch to your fuse box labeled heat and hot water UNLESS you have an emergency situation (even if you are using a different type of heating do not turn off the fuse box).

**If the temperature drops below:**

1. **25 degrees** - open your cabinet doors to all your sinks to let your heat circulate (leave your cabinet doors open and your heat on low even if you leave overnight).

1. **20 degrees** - you will need to let one sink and a bath tub drip (a steady stream the size of the tip of your pencil). Open your cabinet doors to all your sinks to let your heat circulate

1. **0 degrees** - warm water (hot and cold water mixed) instead of cold will be required and your heat on low (refer to your local weather channel for freezing times). The temperature usually drops much lower during the night so please be prepared. Open your cabinet doors to all your sinks to let your heat circulate.

**If you fail to do the items listed above and you do not have water, you must immediately call the emergency numbers until you speak to someone. If this happens, turn a sink and tub faucet on just a little so that when the water does thaw out it will allow the air to get out of your pipes. This may prevent them from bursting and causing water damage to the apartment building.**

**To Prevent a Fire**

1. Remove all items close to heaters. Everything must be 1 foot from your heaters: beds, comforters, sheets, especially curtains, dressers, papers, computers, furniture, electrical cords, etc.

(This will also help your heat to circulate and lower your electric bill)

2. Check all baseboards on a regular basis to make sure nothing is close to them that might result in a fire.

**Attach Memo to your refrigerator with your emergency after hour phone # magnet to refer back to over the cold weather season**