



Dear Tenant(s),

This is our Winterization Form. Your consideration of its contents will keep your unit more comfortable in cold weather, as well as help you avoid any utility interruptions caused by extreme drops in temperature. Any damages stemming from tenant neglect in regards to the instructions in this form could potentially be charged to you, which is something we would like to avoid if at all possible.

For Houses & Duplexes:

- 1) Cover All Foundation Vents. These are the holes around the perimeter of the house. They should be blocked off to stop wind and cold from getting under your house and to your pipes. Snug-fitting cardboard works very well for this. DO NOT LEAVE COVERS ON VENTS FOR PROLONGED PERIODS, only during the cold spell. Ventilation is necessary to prevent moisture damage to the building and furnishings, plus it helps to cool the home in summer.
- 2) Disconnect All Outside Hoses, Hose Splitters, & Water Features (i.e. Hot Tubs, Fountains, Etc.) All should be disconnected & drained before winter/freezing temperatures begin. Please double check when the temperature drops below 25°. This allows proper draining of the pipes and prevents freeze damage. It is also a good idea to either purchase a cold weather faucet cover or wrap the faucet with rags/newspaper and secure with string/rubber bands when the outside temp drops below freezing. If water flows from behind the wall, the faucet is broken. Turn off water and do not continue to use, as this will need to be repaired. You may call Acorn for repair, but you will be responsible for any subsequent costs.
- 3) Washing Machine Faucets. There are usually two short rubber pieces of hose from your faucets to your washing machine. Disconnect these from your machine and run them into the drain pipe in the wall. This will allow you to leave both faucets running.
- 4) Locate Your Water Meter. It is a good idea to know the specific location well in advance of severe weather. If you cannot locate it, contact your utility company. Flag meters during a snow period for easy location.

For All Units, When Temperature Is Below 26°:

- 1) Keep All Water Inside the Building Running. It is important to keep water moving in all of the water pipes to prevent freezing. It requires more than just a drop - Keep the stream approximately the width of a pencil lead (both hot and cold) from every faucet when outside temperatures are 25° and below. If you are worried about wasting hot water, turn off the electric breaker to your hot water heater. Put a string through the flapper of your toilet to keep water flowing there.
- 2) Leave the Heat On. Heat should be kept at a minimum of 62°. Open cupboard doors under sinks and leave them open as long as the temperature is below freezing. This allows some heat near the pipes.
- 3) Notify Us During Extended Winter Absences. If you are going to be gone for longer than a couple of days when freezing temperatures are possible, please notify us at the office so we can take appropriate measure should extreme weather hit.

If Your Pipes Do Freeze, Get Heat On Them To Speed Up the Thawing Process. This can be accomplished using:

- 1) A heat lamp
- 2) A space heater
- 3) A blow dryer

Do not leave any of the above unattended for any period of time and **NO OPEN FLAMES ON ANY PIPES AT ANY TIME!**

What To Do If You Have Broken Water Lines From a Freeze:

- 1) Locate water turn-off for unit and discontinue use (when applicable).
- 2) Turn off breakers to hot water.
- 3) Open all water lines, including outside faucets.
- 4) Notify Acorn Property Management

Your efforts to prevent freezing will save you both discomfort and expense. Many times it takes up to a week or more to get a plumber after extreme cold weather. Additionally, they will charge a high hourly rate plus materials.

Thank you for your efforts to maintain your unit. If you have any questions, please contact us at the office at 541-683-6166.