

We hope you and your family are doing well and enjoying your time in the Leavenworth/Lansing area. Fall has arrived, and as the colder weather approaches, we would like to remind you to winterize your home. Below is a checklist to assist you in this process:

	Check furnace operation before it gets below freezing (-32 degrees Fahrenheit) to ensure that it works properly. In the event it is not working properly, go to the website and fill out a work order so a technician can be sent to the home.
	Ensure furnace is on during the winter months (October-April), including when you are away for vacation. NEVER turn the furnace off when leaving the property during this timeframe. Also, DO NOT set the thermostat to a temperature below 60 degrees Fahrenheit during the winter months. Review the "Precautions in Extreme Cold Temperatures" flier on the website and follow these guidelines to protect the home from damage in the winter.
	Check the furnace filter to ensure it is clean and not obstructing air flow to the furnace. You should be changing the filter every 30-45 days even during the summer months as the AC also uses the furnace blower and dirties the filter. Review "Importance of changing the furnace filter" to understand what failure to change the filter can do to a home.
	Ensure the humidifier is working properly during the heating season (if the home has one). Instructions are on our website on how to turn on the humidifier at the beginning of the heating season and how to check that it is operating properly. If it does not appear to be working, i.e., not seeing water draining from the humidifier tube, go to the website and fill out a work order so a technician can be sent to the home.
	Disconnect hoses from the outdoor faucets during the winter months to prevent freezing pipes inside the wall that will later flood lower areas of the home.
	Rake leaves, remove weeds and volunteer trees (not planted but grew from seed droppings) from landscaping, and trim the landscaping bushes.
	Check and change batteries as needed in the smoke detectors to ensure they are working.
	Obtain and install carbon monoxide detectors. During the heating season when furnaces are running, carbon monoxide can be a potential danger in any home.
	Make sure that you have a snow shovel on hand rather than waiting until the first snow fall as they sell out of stores quickly. City Ordinance requires that snow be removed from sidewalks and driveways within 24 hours of a snowfall to avoid citation.
	Review the troubleshooting guide on the website. This will assist you with common, minor problems you may experience while living in a house and guide you in solving them quickly.

We certainly appreciate your efforts and thank you in advance for your cooperation.

Sincerely,

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