

WINTER MAINTENANCE CHECKLIST

As summer ends and the weather changes, we want to extend the following helpful reminders to you for a safe holiday season:

For All Tenants:

- Call PG&E at 1-800-743-5000 for a free "Furnace Safety Inspection."
- Change furnace filters every three months to keep energy costs down.
- Make sure that heater supply vents are cleared of obstructions.
- Test your smoke detector(s) and carbon monoxide detector(s) and change the batteries if needed.
- If you display holiday decorations, please be sure they are displayed safely. Remove exterior decorations by January 15th.

For All Tenants Not Living in Apartment Buildings:

- Ensure leaves and debris are cleaned from your roof, gutters, downspouts, and yards.

Unless Your Rent Includes Landscaping Service:

- Prune and trim shrubs on a regular basis.
- Keep lawns mowed and trimmed. Adjust sprinkler settings as needed to keep lawn healthy during rainy months.