

FALL PREPARATION

- ❑ Service heating system. Change furnace filters.
- ❑ If required, oil bearings to the boiler pump system.
- ❑ Make sure you disconnect all watering/garden hoses from the outside spigots, drain and store.
- ❑ Shut off all exterior water supplies, if possible.
- ❑ Clean gutters and roof drains of leaves and trash.
- ❑ Make sure all down spouts have splash guards or other devices to project the water away from the building.
- ❑ Have ample supplies of ice melt for use on walks, steps and parking lot as needed.
- ❑ Clean summer equipment, change oil as required, place in storage for next spring. Lawn mowers and gasoline can't be stored in the building!
- ❑ Drain in-ground sprinkler systems where applicable.
- ❑ All timers for common lighting should be adjusted for fall/winter operation.
- ❑ Laundry dryer vents should be thoroughly cleaned.
- ❑ Install storm windows.
- ❑ Check door and window seals – repair as needed.