

SUMMER REMINDERS



2005

Keep all grass, weeds, ivy, dirt, leaves, etc. from the outside air conditioner coil area. This will inhibit operation and possibly cause damage to the unit. You can also periodically hose the coils down to help keep the coils clean.

Check smoke detectors to assure proper operation. If there is a problem with the unit other than the battery – please contact our office.

Change or clean furnace filter (this should be done once a month).

Please be sure to keep the grass mowed and the shrubs trimmed if you are required to maintain them. Water the shrubs and lawn if the weather is hot and dry.

**Professional Property
Management
5105-K Backlick Road
Annandale, VA 22003
703-642-3010**

Please make sure that the gutters are clean and free of debris. This will help prevent water from entering the house. Make sure all water is flowing away from the house.

On the first warm day over 75 degrees, please turn on your air conditioner to ensure that it cools properly. If not, please contact our office immediately.

In the event your air conditioner stops working in the evening or on a weekend, its repair will be handled as a routine maintenance call during normal business hours and will NOT be considered an emergency. No overtime service will be authorized.

THANK YOU