



MEMORANDUM

January 19, 2016

TO: All Tenants
FROM: Innovative Properties, Inc.
(410) 268-8400

RE: *Cold weather/winter storm/frozen pipes (we have had several calls already!)*

PREVENT FROZEN PIPES!

- Open all kitchen and bathroom cabinet doors to allow warmer air to circulate around the plumbing
- If you have any faucets on an exterior wall, let the cold water drip. Running water through the pipe – even at a trickle – helps prevent pipes from freezing
- Keep the thermostat set to the same temperature both during the day and at night
- Keep garage doors closed if there are water supply lines in the garage
- Winterize all hose bibs
 - Close inside valves supplying outdoor hose bibs
 - Open the outside hose bibs to allow water to drain
 - Keep the outside valve open so that any water remaining in the pipe can expand without causing the pipe to break

TO THAW FROZEN PIPES

- If you turn on a faucet and only a trickle comes out, suspect a frozen pipe. Likely places for frozen pipes include against exterior walls or where your water service enters your home through the foundation.
- Keep the faucet open. As you treat the frozen pipe and the frozen area begins to melt, water will begin to flow through the frozen area. Running water through the pipe will help melt ice in the pipe.
- Apply heat to the section of pipe using an electric heating pad wrapped around the pipe, a hair dryer, or a portable space heater.

- If possible, close off the room that has frozen pipes and put a portable space heater in that room to help heat the space more quickly

COLD WEATHER/WINTER STORM CHECK LIST

- Sufficient heating fuel
- Change air filters to have HVAC working at its best
- Emergency kit including food, water, blankets, flashlight, radio, first aid kit, etc.
- Shovels and ice melt ready

Remember to never use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal burning device inside of your home, garage, basement, or crawlspace. Locate unit away from doors, windows, and vents that could allow carbon monoxide to come indoors.