

November 17, 2010

# IMPORTANT!!

## FROZEN WATER PIPE PREVENTION & WINTER SAFETY INFORMATION

Please take the following steps to prevent your water pipes from freezing  
and causing water damage to your home and possessions.

### OUTDOOR WATER FAUCETS

#### Please SHUT OFF and DRAIN your outdoor water faucets:

The **INDOOR shutoff** for outdoor faucets is usually a third water faucet handle located under the kitchen or bathroom sink, or near the washing machine water faucets, or in your crawl space. After shutting the water off indoors, open the outdoor faucet to drain the water from the pipe. This should be done as soon as possible for each outdoor faucet. Use faucet covers.

### TO PREVENT PIPES FROM FREEZING

- Keep the temperature inside your home at least at 60 degrees, **even if you will be away.**
- Open kitchen and bathroom cupboard doors to expose pipes under the sink to warmer interior air.
- MOST IMPORTANT: Leave faucets dripping (a mixture of hot and cold water, **if possible**).

### IF PIPES DO FREEZE

- Try using a hair dryer. It may be slow but it's safe.
- **DO NOT** use blowtorches or anything with an open flame.
- A frozen drain may sometimes be thawed by pouring hot water down it.

### IF YOU ARE GOING AWAY

If you will be away for an extended period of time during the winter months then please appoint someone to check your home on a regular basis. In addition, please be sure the inside of your home is inspected immediately if freezing temperatures occur. .

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#### **IF PROBLEMS OCCUR...**

Please call **Superior Community Management** immediately  
During business hours at 503-684-1832, or **for emergencies only** call 24 hours a day at 503-333-7073.

# IMPORTANT WINTER REMINDERS

1. Monitor local weather broadcasts (TV, Cable, and Satellite) to stay updated on local weather conditions & developing weather patterns.
2. Whenever possible, residents are encouraged to **stay at home in the event of snow or ice events**, thereby minimizing any potential risks.
3. **Check smoke detectors** to make sure they are working properly. Detectors with 10-year battery life are now recommended. Replacement of batteries should be done yearly.
4. If you haven't already, please **have your fireplaces inspected and cleaned**. Chimneys pose a potential fire and safety hazard if they are not cleaned on a routine basis.
5. Personal **fire extinguishers are recommended** and should be tested to insure that they are operational and that you know how to use one properly.
6. **Use extreme caution** when walking on wet, snowy or icy steps, sidewalks and driveways; also when driving in the community. Do not drive if at all possible.
7. **Have your roof inspected** If you are a PUD (single family home) you should have this done for your protection. This inspection should also tell the condition of your attic, attic ventilation, (key to prevent destructive ice dams).
8. **Clean your Gutters Again** if you are living in a condominium the association may/will take care of this, but if you are a single family home call an expert or if you do this yourself be especially careful. Your management company can help with vendor referrals.
9. **Insulate and Seal Windows** A window specialist or siding company can assist you. Your Management Company can refer you to qualified vendors.
10. **Seal and Inspect Doors** Check your entry, exit doors for air leaks and use weather stripping to assist in sealing the wind out and the heat in. Do not forget about the garage doors.

# WINTER STORM PREPARATION

## Emergency Supplies:

- Flashlight with fresh batteries
- Candles and candle holders, and matches (**DO NOT LEAVE CANDELS UNATTENDED**)
- Battery powered radio with fresh batteries, or a hand powered radio (e.g., a Grundig portable radio sold at Radio Shack) that does not require batteries but instead is powered by cranking a handle several times
- Dry firewood, kindling and paper for use in fireplaces
- Wind-up or battery operated clock
- Extra prescriptions, eyeglasses, medical equipment supplies if in use
- Manual can opener
- Canned and packaged pre-cooked food
- Extra pet food and litter box litter
- Paper plates and plastic utensils
- Water in unbreakable containers
- Blankets
- Winter clothes (gloves, hat, scarf, snow boots, long underwear)
- Snow shovel
- Tire chains
- Ice Melt solution – Bag product, sold at most all big box stores
- Ice scraper for car windows
- Generator...

**Observing the precautions in this memo, along with a good dose of common sense, will greatly minimize any chance of experiencing unfortunate complications during the winter months ahead.**

The Board suggests you retain this sheet for future reference.