

BCI PROPERTIES, LLC

10909 Portland Ave., Suite L, Tacoma WA 98445
(253) 531-1010 or (253) 531-2000

Fall Clean-up Guide & Winter Protection Plan - Single Family Homes -



Tenants are responsible to take care of basic maintenance related responsibilities both inside and outside of a home, in place of the owner since the owner is not living in the dwelling. Fall is a good time of year to begin preparing your home for the winter. As temperatures begin to drop, your home will require some low maintenance in order to keep it worry-free throughout the winter. Included are some easy tips on how to winterize your home, whether you be an owner or a tenant! Noted; tenants may be held liable for damages related to negligence in such matters. If you see a need for cleaning of roof and gutters contact your Landlord to do it.

1.) **Water Lines** – to prevent water lines from freezing and bursting during cold weather.:

- Allow water to trickle at night when the temperatures drops below freezing.
- Disconnect and drain all garden hoses from outside faucets, and cover spigot/faucet.
- Know where the water main is located in case of in an emergency.
- If you go on vacation, leave the heat on, set to at least 55 degrees.
- Open up all cabinet doors to allow warm air to circulate and warm the pipes.



2.) **Gutters and Downspouts:**

- Make sure that these are clear with no leaves or debris.
- Wet leaves and debris remaining in the gutter over winter adds a significant weight and volume to the gutter when frozen and increases water build-up on the roof.



3.) **Chimneys and Fireplaces:**

- If using a wood burner fireplace or vented gas logs, get a cap or screen for the top of the chimney to keep out birds and rodents.
- Inspect the fireplace damper for the proper opening and closing.



4.) **Heating and Cooling Systems:**

- Replace the a/c and furnace filters **EVERY** 45-60 days.
- This ensures the most efficient economical operation of your system. Clogged filters can inhibit the operation of the system and cause costly repairs.
- Clean the registers throughout the unit.
- Clear obstacles from the vents so air can flow freely.



5.) **Prepare an Emergency Kit:**

- Buy flashlights or battery operated lanterns for use during power shortages.

6.) **If vacating (moving out) during the winter months:**

- Shut off the main water supply valve.
- Open all hot and cold water faucets.
- Include tubs, showers, outdoor faucets and flush all toilets
- Mix antifreeze with water in a bucket.
- Pour at least a quart into the sink and in the tub traps first.
- For the toilets, pour a gallon of approved antifreeze into each toilet, then flush to dislodge the water. The antifreeze will collect in the toilet trap. If you are on a well/septic system, simply drain the water tap. For help or info contact: [\(253\) 531-1010](tel:2535311010) or [\(253\) 531-2000](tel:2535312000)

