



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

5105-K Backlick Road
Annandale, Virginia 22003

E-Mail ppm@ppmnva.com
www.ppmnva.com

14127 Robert Paris Court
Chantilly, Virginia 20151

TEL 703-642-3010
FAX 703-642-3619 (Red)
FAX 703-256-4720 (Blue)

TEL 703-639-1990
FAX 703-378-1414 (Green)

Fall/Winter Instructions

A Reminder That The Cold Weather Is Right Around The Corner!

The following tips will help you comply and make the seasonal transition a smooth one.

1. Make sure the heat is operating correctly – *do not* wait for a cold day.
2. Make sure the furnace filter is changed or cleaned once per month.
3. Make sure your outside faucets are winterized properly.
5. Make sure exterior lights are working. Check smoke detector(s) batteries and change if necessary.
6. Arrange to have the gutters cleaned of leaves and branches, and keep exterior heating/air conditioning components free of leaves and snow as applicable.
7. Make sure all storm windows/doors are in place and that any windows are closed and latched to prevent water intrusion damage.
8. Do not turn the heat below 60°, even if you go on vacation. If you are gone for more than a few days please turn the main water valve off, unless you have hot water heat radiators.
9. Do not use rock salt on driveways or sidewalks as it causes corrosion of these surfaces.
10. Have your fireplace & chimney cleaned. It should be done after each season. Make sure to keep your receipt, as you will be asked for your last receipt if/when you vacate. Chimney fires are dangerous.
11. We appreciate you checking on these items to ensure proper care of your home, and to ensure a comfortable winter season.

Your Maintenance Contacts:

Blue Team
703-642-3010 x 104

Red Team
703-642-3010 x 117

Green Team
703-639-1990 x 206