

ALL FURNACES:

All tenants are responsible for the day to day care of their furnace. If the furnace needs repairs, OAPMC will attend to the repairs. However, we have found that a growing number of tenants have failed to change the furnace filter on a regular basis. All tenants are responsible for the replacement of the furnace filter on a monthly basis during the heating season. Tenants who smoke, have pets, or with a larger active family, should be changing the furnace air filter twice a month. New filters must be installed so that the arrow on the side of the filter aligns with the direction of the air flow. New filters must have the date of installation written on the side of the filter. You will then know exactly how long the filter has been in the furnace, and should not forget to change the filter. Some tenants keep a list attached to the wall near the furnace to record the dates that the filter is changed. **The cost of repairs to furnaces caused by the lack of changing the air filter, WILL be passed on to the negligent tenants.**

OIL AND WOOD FURNACES:

In addition to the above filter replacement, tenants with oil or wood furnaces will follow these additional maintenance procedures.

OAPMC will cover the costs of an annual inspection and service to all wood and oil heating systems. This will include cleaning of the chimney and pipes for wood burning furnaces. All controls, including damper motor will also be checked at this time. Tenants will contact OAPMC at 1-800-492-1605 to arrange for this annual service.

Tenants burning wood are reminded that they should only burn well seasoned, dry, hardwoods, such as oak, maple, beech etc. Under no circumstances are tenants to burn birch or ironwood. Tenants should avoid the use of softwoods such as poplar. Softwoods create a lot of creosote and could result in a chimney fire. Tenants are reminded that storage of firewood in the basement can cause excess humidity. Additionally, firewood can be home to numerous bugs and insects. Care must be taken to control excess humidity and to keep bugs and insects under control. OAPMC will not cover the cost to remove bugs and insects that are a direct result of wood storage in the basement.

ELECTRIC BASEBOARD HEATERS:

Tenants with electric baseboard heaters are reminded that they must clean the heaters at least annually, before the heating season. The baseboard heaters must not be on when you begin the cleaning. If in doubt, shut off the heaters at the electrical panel. Care must be taken not to damage the heaters. The best idea is to use the vacuum cleaner and a soft brush attachment. In most cases, the front metal panel can be removed to gain access to the heating grates. Please be careful not to damage the panel. Cleaning of the baseboard heaters will reduce your heating costs and keep your home warmer. Additionally, you will not get that burnt smell when you turn on the heaters. If you have any questions please contact our office, BEFORE, you attempt to clean the baseboard heaters.