

Unit Heating Inspection Checklist

Inspection Item	Tenant Inspection Action
1. Screen Door Windows	Check both screen doors to ensure that the screen door window is shut. Shutting these windows reduces drafts.
2. Unit Windows	Check every unit window and make sure they are locked. Some windows may need to have the top window pushed up to get into lock position. Locking windows helps ensure a tight seal and your safety.
3. Unit Heat Vents	Walk through every room in your unit and make sure that your heat vents are not covered by furniture, clothes, or anything else. Blocking heat vents prevents warm air from spreading throughout the room, and can reduce the room temperature by 3-10 degrees.
4. Unit Heat Vents	Most floor vents in your unit can be opened and closed. Check to make sure that vents are open in rooms you want heated. You may consider partially closing vents in rooms that are used less, which may increase the warm air flow to other parts of the unit.
5. Air Conditioner Sleeve	If present, the air conditioner sleeve can cause a cold draft in your living room. Please make sure the cover is installed. If there is a draft, you can stuff the interior with blankets. You can also tightly seal the gap with door insulation trim (thin pad strips).
6. Laundry Vent	If you are not utilizing your laundry vent, make sure that you fill the vent hole with a blanket, article of clothing, or insulation.
7. Thermostat	Consider keeping your thermostat at or below 70 degrees. Wear warmer clothes in winter, and utilize warm blankets at night. This will save you money on your heating bills. Remember to turn down your heat when you are not home.
8. Furnace Filter	Your furnace filter needs to be changed approximately every 30 days. Please make sure your filter has been appropriately changed.
9. Curtains and Shades	Open window curtains and shades in the morning. This allows the sun to help warm your unit. This free and easy step will increase your unit temperature while reducing your heating bill. Make sure you close your curtains when the sun goes down to help prevent heat loss.
10. Doors	Do not leave the front, back, or garage service door to your unit open. When you are leaving the unit or coming home, be quick and shut the door as soon as possible. Don't allow kids or guests to stand in the doorway. Quickly moving in and out of the unit greatly reduces the warm air flow out of the unit.