

Port Property

M A N A G E M E N T



Helpful Heat Conserving Measures

When heating season starts, we would like to suggest the following to help you keep your apartment warm and comfortable at all times. By following these suggestions you will keep your apartment warm all winter and help us conserve non-renewable natural resources. Thanks for your help!

Keeping the heat in:

- Make sure your windows are always closed and locked in the winter. The top sash must be pushed all the way up so that the lower can be locked. A locked window is 50% less drafty than a closed, unlocked one.
- Windows let in natural light and give you a view outside but are not good for retaining heat in your apartment. Drapes, shades, blinds and plastic window covering kits (available at most hardware stores) are great for heat retention. Think of these things as blankets for your windows. Even brand new windows will feel drafty when it's cold outside so anything you can do to cover them in the winter will help you stay warm all season.

Use the sun to supplement heat:

- On sunny days open your window coverings during the day to let the sun shine in. The sun's rays can significantly increase the temperature in your apartment during the day. Once the daylight starts to fade, close your window coverings to keep the heat inside your apartment.



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Heating Tips and Guidelines

Before you call us to report that you have no heat or inadequate heat:

- Be sure you have removed any air-conditioners from your windows.
- Double-check all of your windows to ensure they're completely closed and locked. The top one must be pushed all the way up so that the lower one can be locked. A locked window is 50% less drafty than a closed, unlocked one.
- Determine what the temperature is in your apartment. If you don't already have a thermometer in your apartment you should purchase one or call us and we'll bring you one. The thermometer should be placed on an inside wall near chest height. If the temperature is below 68 degrees please call our maintenance line so we can send someone over to check the building's heating system. Our goal is to provide sufficient heat to all of our tenants at all times. If your apartment is uncomfortably warm (i.e. over 72 degrees) please call our maintenance department so we can determine why you are too warm.
- Windows let in natural light and give you a view outside but are not good for retaining heat in your apartment. Drapes, shades, blinds and/or plastic window covering kits (available at most hardware stores) are great for heat retention. Think of these things as blankets for your windows. Even brand new windows will feel drafty when it's cold outside so anything you can do to cover them in the winter will help you stay warm all season.
- On sunny days open your window coverings during the day to let the sunshine in. The sun's rays can and will significantly increase the temperature in your apartment during the day. Once the daylight starts to fade, close your window coverings to help keep the heat inside your apartment.

By following all of these suggestions you'll keep your apartment warm all winter and you'll help us to conserve non-renewable, natural resources. Thank you for your anticipated help!

