

# “TOP TEN”

## Things to make your Winter Holiday Season safe!

1. **Be sure to report immediately to your managers any common area lights** that are not working.
2. **Avoid plumbing blockages and stoppages** by using the Kitchen Trash for all food prep items and keeping the disposal and sink lines free and clear of oils and large amounts of food.
3. **Windows and Doors.** Check all windows and doors to be sure they are functioning properly and have appropriate sealing materials to keep cold air from coming in and warmth from escaping.
4. Appliances, Heaters, etc. **Be sure that you check your stoves and heaters** to assure they are working properly. Vacuum wall and floor heaters out as well as bathroom ceiling fans to keep them free and clear of dust build up that can be flammable.
5. Call the **GAS COMPANY** out to check pilots on all stoves, wall or floor heaters as they service regularly for proper function .**Gas Co. # (562) 570-5700.**
6. **Limit overloading electrical circuitry** by decorative lights, etc. Use surge protectors. Never place decorative lights or items outside in the common area or on balcony stairs and railings.
7. Always keep any holiday tree or plants watered and shut off lights whenever going to sleep or leaving the home.
8. **Always keep a FIRE EXTINGUISHER** where all family members know where to find it and how to use it properly. Check Smoke detector batteries every 6 months.
9. **Never leave candles or incense burning** overnight or when leaving the room at lengths of time.
10. **Garage doors should be checked** to assure your springs and arms are in good standing and working properly.

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