



J. Wayne Felton, Executive Director

June 15, 2020

MEMORANDUM TO: RHA Residents

FROM: J. Wayne Felton
Executive Director

SUBJECT: Summer Maintenance Work

Due to the continuation of the COVID-19 pandemic, staff will continue to operate under altered maintenance protocols until further notice. Altered protocols include staff entering homes for urgent and emergency work only. Regular and routine work orders will continue to be postponed until a later date. Additionally, residents will be asked to complete a safety questionnaire and submit to temperature taking prior to staff entering units when residents are home. Please know that any staff and contractors who come into your home have completed the same screening process upon reporting to work each day.

Maintenance staff will supply air filters to properties where residents have easy access to air returns. Residents will be asked to change these filters as able to help with social distancing. Maintenance will not consider air conditioning calls as urgent unless the outside temperature warrants it. A/C units can only be expected to keep homes up to about 20 degrees cooler than the outside temperature. As temperatures increase outside, we would like to remind residents of the following air conditioning tips:

- **Keep your home set at 78°** to comply with industry recommendations for efficient cooling during the summer.
- **Adjust your inside temperature to a reasonable setting.** Adjustments that exceed 20 degrees lower than outside temperatures will not help keep your home cooler, but will overtax the cooling system and potentially freeze the lines.
- **Understand that adjusting temperature settings does not impact the time it will take to cool your home.** Turning temperature settings down lower than needed does not impact cooling time, but may tax the A/C system and diminish cooling efficiency.
- **Adjust your A/C system temperature when no one is home.** Turning up the temperature by even 5 degrees can lower energy bills and allow your unit to rest which aids unit efficiency.
- **Do not turn the unit off entirely.** Turning the unit off entirely creates moisture issues.
- **Keep blinds and curtains closed** during the day to help keep your home cool.
- **Make sure not to block vents** with furniture, curtains, or other items.
- **Keep outside doors or windows closed during the day.** Box and ceiling fans can be used to increase air circulation.
- **Save household tasks that increase humidity levels for evening hours.** This includes taking long showers, mopping the floors, or doing laundry.