

**NYC Department of Housing Preservation and Development
WINTER ENERGY-SAVING TIPS**

Energy Tips	Tenants	Bldg Owners	Homeowners
Have an appropriate size heating plant		X	X
Service your heating plant prior to heat season.		X	X
Make sure your heat timer is on proper cycles		X	X
Have a contractor on hand for boiler service		X	X
Use the appropriate type of fuel		X	X
Make sure oil tank and water levels are ½ - ¾ full		X	X
Do not block radiators or heating vents	X		X
Keep shades and blinds open during the day and closed in the evening to retain heat	X		X
Open shut-off valves on radiators	X	X	X
Check air valves on radiators	X	X	X
Repair or replace broken windows and doors		X	X
Weatherize windows by installing storm windows, glazing and caulking		X	X
Insulate floors, walls and ceilings		X	X
Properly close windows and doors	X		X
Install a programmable thermostat		X	X
Change the furnace filter every other month		X	X
Place heat resistant radiator reflectors between the exterior walls and the radiators	X	X	X
Close doors and shut vents in rooms not used	X		X
Seal cracks in walls and floors to keep heat in and cold air out		X	X
Fix leaky faucets, especially hot water faucets		X	X
About once a month, cool down your boiler by opening the flush valve to drain out sediment. Then add water to proper level	X	X	X
Never use your stove as a heating source	X		X
Promptly report heat related problems to your landlord	X		
Promptly respond to heat related complaints		X	