



# Granite Management Co.

(a div. of Granite Mortgage Corporation)

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Allston, MA 02134**

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Dear Granite Management Company Tenants:

Please read this notice carefully. It contains important information about heating and plumbing. We would like to take this opportunity to remind you of the following:

## 1. Heating and Radiators



**A.** The heat is centrally controlled. Each apartment has several radiators with two valves on each radiator, one near the floor and one on the opposite side (see picture to the left).



**B.** The valve closest to the floor should NEVER be touched (pictured to the left). It must remain open for the building system to operate effectively. Turning this valve may result in a leaking radiator and loud banging sounds in the pipes known as water hammer.



**C.** Your radiator may have any of the three valves pictured to the left. The left and middle valves can be adjusted to control how warm the radiator gets. Both valves should contain numbers; the higher the number, the warmer the radiator will be. The valve on the right is fixed and can not be adjusted; please call management if you are too hot or too cold.

The three valves above are the only valves you should need to control your heat. If you are still uncomfortable after adjusting this valve or if you have any questions, please contact Sawyer Management Company at 617-254-3100 for assistance.

## 2. Windows

Occasionally someone may complain about a cold room or apartment. Many times this is a result of a window that isn't closed properly. To prevent heat loss, each window must be closed and locked! If the window is not locked, the top window may slip down without anyone even realizing it. If we are called in to see why someone's apartment is cold, many times we simply push the top window up all the way, pull the bottom window down all the way and then make sure it is locked properly. If you have any trouble, please call Sawyer Management Co. at 617-254-3100.

## 3. Plumbing

We need your help to prevent and repair leaks when they occur. If you notice any leaks or drips anywhere in the building, particularly running toilets, please call Sawyer Management Co. at 617-254-3100. A toilet that runs continuously can add hundreds of dollars to the monthly water bill. Please let us know if you think your toilet or faucets may have a problem.