

***Richmond Property Management
3 Greeley Ave.
Staten Island N.Y. 10306
718-351-4013
www.richmondpm.com***

Please be advised of the following times and temperatures for the heating season:

- *All air conditioners must be removed from the windows in order to preserve the heat in the apartment.
- *Some apartments may require a draft stopper behind the front door to preserve any drafts.
- * Please contact the maintenance office at 917-292-4321 with any questions or concerns regarding our heating system.

