

PARK FOREST COOPERATIVE III, Area J

294 Lakewood Blvd. Park Forest, IL 60466 Phone: 708-481-9280

October 12, 2018

REVISED

Battery Changes on Smoke and Carbon Monoxide Detectors & Filter Check Schedule:

Monday 11-5-18 through Friday 11-16-18

Starting Monday, November 5, Area J maintenance will be going to each unit to change the batteries in each of the smoke detectors and the carbon monoxide detector, as stated in your H&G Manual. We had to re-install a few dozen detectors last year that were disconnected or missing which will lead to a charge to your unit. These were purchased and installed by Area J Co-op for the safety of the whole building.

Maintenance will be checking member's furnace filters to make sure they are clean. Remember, 30 day furnace filters are available at the office for only \$1.00. If maintenance has to replace a clogged filter, there will be a \$25.00 charge to the member as in the past. The furnace needs proper air flow to function properly and to limit repairs needed. Help us keep your maintenance costs down please.

Maintenance will also disconnect hoses in your lawns. If you choose to reconnect your hose for any reason, it will be up to you to disconnect a second time.

The following is the schedule we have put together for the week of Nov. 5th - Nov. 16th:

Monday	November 5, 2018	Courts:	J-1 & J-2
Tuesday	November 6, 2018	Courts:	J-3
Wednesday	November 7, 2018	Courts:	J-4
Thursday	November 8, 2018	Courts:	J-5
Friday	November 9, 2018	Courts:	J-6 & J-7

Monday	November 12, 2018	Courts:	J-8
Tuesday	November 13, 2018	Courts:	J-11 & J-13
Wednesday	November 14, 2018	Courts:	J-14 & J-16
Thursday	November 15, 2018	Courts:	J-17, J-18 & J-19
Friday	November 16, 2018	Courts:	J-20 & Krotiak

We have 386 homes to do. We cannot make appointments.

Thank you for your cooperation as always!

Sincerely, Area J Management