

**Date:** [Insert Date]

**To:** [Property Manager/Maintenance Staff/Tenant Name]

**Property Address:** [Insert Property Address]

**Unit Number:** [Insert Unit Number, if applicable]

**Subject: NOTICE OF SEASONAL IRRIGATION SYSTEM WINTERIZATION**

Dear [Name],

This letter serves as formal notification regarding the scheduled winterization of the irrigation system for the vacant unit listed above. To prevent pipe bursts, equipment damage, and flooding caused by freezing temperatures, the following protocols will be implemented:

**Scheduled Service Date:** [Insert Date]

**Service Provider:** [Insert Company Name/Internal Department]

**The Winterization Protocol includes:**

- Shutting off the main water supply to the irrigation system.
- Blowing out all lines with compressed air to remove residual water.
- Deactivating the irrigation controller/timer.
- Draining the backflow prevention device and external pumps.
- Inspecting exposed pipes for existing wear or damage.

**Important Requirements:**

Please ensure that the maintenance team has access to the [Garage/Basement/Utility Closet] where the irrigation shut-off valve and controller are located. If the unit is currently alarmed, please provide a temporary access code or ensure the system is disarmed during the scheduled service window.

Failure to complete this process may result in significant plumbing damage for which the responsible party may be liable. If you have any questions regarding this procedure, please contact [Insert Contact Name] at [Insert Phone Number].

Thank you for your cooperation in protecting the property during the winter season.

Sincerely,

[Your Name]

[Your Title]

[Company Name]