

FAIRLAWN PARK
Carleton Condominium Corporation No. 288

October 28th, 2019

Chimney Cleaning

Dear Owner(s),

Capital Chimney will be onsite to clean the chimneys from the roof to the damper. The work has been scheduled for:

Thursday, December 12th, 2019
12:00 p.m. to 2:00 p.m.
(Weather Permitting)

The work will be conducted from the outside of the unit and the **firebox is not included** in this service call.

Please ensure to close your damper (flu) and fireplace doors to prevent soot and dust from entering your unit.

****The maintenance and cleaning of the firebox are the owner's responsibility****

After the cleaning is completed, please slowly open the damper and the natural draft of the chimney will draw any soot from the top of the damper out of the chimney.

Non-resident owners/landlords please ensure your tenants are notified of this and are provided with a copy of the notice.

Should you have any questions regarding this or any other matter related to the Corporation please do not hesitate to contact the undersigned.

Regards,
For Carleton Condominium Corporation No. 288



Nikki Monette
Property Manager
Condominium Management Group
"As agent only"