

Carleton Condominium Corporation No. 288

335 Catherine Street
Ottawa, Ontario
K1R 5T4

Tel: (613) 738-9700 x 129

Fax: (613) 237-3533

November 23rd, 2018

To: Owners & Residents

Chimney Cleaning

Capital Chimney Sweeps will perform the cleaning and inspection of the chimney from roof to damper. This work is all completed from the outside so you do not need to be home the day of the work. The work is scheduled for:

Friday, November 30th, 2018

12:00 p.m. to 2:00 p.m.

(Weather Permitting)

Remember to close your damper and fire doors (where applicable) the night before in order to prevent soot and dust from entering your unit. When the cleaning is complete slowly open your damper and the natural draft of the chimney will draw out any debris from the top of the damper into your firebox.

Firebox inspection: if you are interested in having Capital Chimney Sweep Inc. inspect the firebox within your unit, please contact them upon receipt of this notice at 613-837-1645 to make the necessary arrangements. The cost for them to inspect your firebox is \$50 plus HST. This cost is the unit owner's responsibility and has to be paid to Capital Chimney Sweep Inc. directly.

Note: if your chimney does not need to be cleaned because your fireplace has been converted to a gas fireplace, for example, please send me an email with your address information and reason for the chimney not needing to be cleaned no later than November 29th, 2018

Offsite 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

Axia Property Management

"As agent only"