

This checklist is a resource for building operators to use before or right as an Extreme Heat Warning or Heat Wave Warning is issued. During these times of increased temperature, it's important to act quickly to reduce the amount of heat that builds up in a building.

You can do the following things to help reduce the amount of heat in your building:

- Check if heat is off in hallways – if not, call maintenance
- Open windows in hallways and communal spaces (if safe) to create a cross breeze at night and during the day if there is wind outside, otherwise keep these windows closed

You can do the following to make sure that tenants are aware of what to do in extreme heat situations:

- Identify community assets with air conditioning that your tenants can use if there is an emergency
 - These assets can include public spaces such as libraries, malls, community centres, etc.
- Have an information session with tenants on Extreme Heat best practices, and mention:
 - Keeping windows closed during the day and open at night
 - Closing window coverings during the day, if their unit has window coverings
 - Reducing usage of heat generating appliances like stoves, ovens, and dishwashers during periods of extreme heat to reduce heat emitted
 - The list of places to go in the community that are clean air or cool air shelters
- Post tenant information communication sheets about Extreme Heat
 - Post the [Health Canada sheet](#) or BC Housing's [Tips to Beat the Heat](#) sheet in common areas
- If you have pre-identified tenants, check on them to make sure they are prepared for the heat
 - Pre-identification of tenants especially vulnerable to extreme heat should be done in the spring

For more information about steps to prepare your building(s) for summer extreme heat in the spring time, see the Pre-Season Extreme Heat Checklist.