



DEPARTMENT OF PROPERTY MAINTENANCE  
**THE CITY OF EAST ORANGE, NEW JERSEY**  
44 CITY HALL PLAZA  
EAST ORANGE, NEW JERSEY 07018

**LESTER E. TAYLOR, III**  
MAYOR

Dwight S. Saunders  
Director

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**September 30, 2015**

**TO ALL OWNERS OF TENANTED BUILDINGS:**

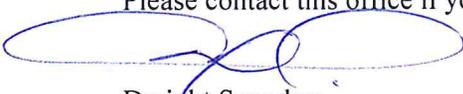
At the approach of the **heating season that begins on October 1, 2015 you are hereby requested to submit no later than October 16, 2015** a written statement from your Service Provider certifying that the Central Heating System at your tenanted building has been installed in sufficient capacity and/or maintained in operable condition to satisfy the requirements of Section 159-117 of the Code of the City of East Orange.

Note: *Section 159-117 states, "It shall be the duty of every person, individual or corporate, or other business entity, who shall have contracted, expressly or impliedly, by lease or otherwise, to heat or to furnish heat for any building or portion thereof where one or more persons reside or are employed, to heat or furnish heat for every occupied room in such building or portions thereof so that a minimum temperature of 70°F., without regard to outside temperatures, between the hours of 6:00 a.m. and 11:00 p.m., and at least 65° F., between the hours of 11: 00 p.m. and 6:00 a.m., from October 1 each year to May 15 of the next succeeding year, both days being inclusive."*

For additional information about Section 159-117 and other pertinent sections of the Code, please visit the City of East Orange website, [www.eastorange-nj.gov](http://www.eastorange-nj.gov), and select City Code. This letter shall serve as notice in this matter, no other notice will follow. Any violations of the aforementioned Section of the Code, once verified, may and will be prosecuted in Municipal Court without notice. As in prior years, the procedures outlined below shall be adhered to in the event of emergencies:

1. **If your heating system breaks down, notify this department immediately in person or by calling 973-266-5320 at any time.** In all cases, you must provide the name and telephone number of your service provider as well as the estimated time in which the repairs will be completed.
2. You must also post notices in the vestibule, hallway and other conspicuous places of your tenanted building advising your tenants of the nature of the problem and the estimated time when heat service will be restored.

Please contact this office if you have any questions. Thank you for your kind cooperation.



Dwight Saunders  
Director