



Proper Convector Maintenance



Air conditioning season is around the corner. Some shareholders encounter convector leaks due to condensate or dirt and/or debris build up in the convector trays, which result in blockage and cause water flowing through the convector trays to overflow onto their floor. To avoid this, please find a list of proper steps and procedure below to keep your convectors clean and free of debris and objects.

Steps to Maintain the Convectors

1. Remove convector cover.
2. Remove all and any debris (pennies, pencils, plants, etc.)
3. Clean inside drip pan (make sure it is clear of debris) so water can flow freely.
4. Pour hot water down drip pan, use a bottle or cup (if clogged, call Maintenance.)
5. Insulation on convector cover should be washed with simply green or mild dishwashing liquid with a soft brush or sponge.
6. Check the convector filter (located at the bottom). If damaged, you may purchase from your prospective CSO office, Monday thru Friday, 8:00 am – 4:00pm.
7. If your drip pan is metal and rusted, you may contact Maintenance to have them replaced with a plastic drip pan.
8. Test convector switch; if it does not work, please contact Maintenance.
9. Please refrain from blocking the convectors with furniture, plants, curtains, drapes, etc., either on or in front of the convector as this will create mold.

To view a video demonstration on how to service your convector, type the following address in to your browser: <https://youtu.be/bqIHqooJ8KI>

Riverbay offers assistance to senior and disabled shareholders to clear the convectors for the upcoming AC season. For an appointment, please contact the Call Center at (718) 320-3300, select Option #2.

Attached, please find an [Emergency Contact form](#) and a [Phone Tree update form](#). Shareholders are encouraged to complete both forms as they will assist the corporation in contacting you in case of an emergency and to prevent force entries. Once completed, return the forms to your assigned CSO department.

CSO Department located in each Community Center or via email to:

CSOI – 175 Dreiser Loop, lower level; Email: CSO1@riverbaycorp.com

CSOII – 2049 Bartow Ave., Rm. B; Email: CSO2@riverbaycorp.com

CSOIII – 135 Einstein Loop, Rm. 37; Email: CSO3@riverbaycorp.com