

## SEASONAL CLOSE-UP LIST

This is a friendly reminder of what to do when leaving your unit vacant for extended periods:

1. **Arrange for someone to thoroughly check your unit on a regular basis.** This is so important to catch leaks, A/C problems, insects, possible water intrusion from storms, etc. Inform the office of who will enter your unit in your absence (home watch services, cleaning people, A/C companies, contractors performing work in your absence, etc.)
2. **Bring All Exterior Items Inside:** It is imperative that ALL patio furniture, planters, etc. be brought inside before you leave for the summer. Loose items become projectiles during hurricane force winds and can cause considerable unnecessary damage. The Association will charge \$250 to any owner that fails to remove items from the balcony, in the event the staff needs to bring items inside.
3. **Turn off the water** at the main valve outside your front door, at the hot water tank, at the washing machine, and at the icemaker.
4. **Set air conditioning unit** to proper vacation settings.
5. **Plumbing fixtures:** First, put plastic wrap over the toilet bowl, put the seat down, and then place a brick on top of the closed seat. (If toilets are not flushed for extended periods, sewer lines dry out and wildlife can enter your unit via an open toilet.) Also close the stoppers in all sinks and tubs to prevent insect or wildlife intrusion.
6. **Electrical:** Unplug computers, fax machines, TV's, stereos, and microwaves. Disconnect antenna/cable, un-cradle handsets on cordless phones, turn off ceiling fans. Consider tripping electrical breakers.
7. **Windows, Shades, and Sliding Glass Doors:** Close and lock windows, pull shades, close hurricane shutters. Place towels in your sliding glass door tracks. Other products can be purchased on-line to soak up water in the tracks. These products can be purchased online at [www.improvementscatalog.com](http://www.improvementscatalog.com) (called a "WaterEater" for \$15) or [www.hometrends.com](http://www.hometrends.com).
8. **Mail and Newspapers:** Arrange to forward mail and stop newspaper delivery.
9. **Lights:** Set light timers on both living floors and on any exterior lights to give the complex an occupied look to discourage burglars.
10. **Kitchen:** Clear garbage disposal and flush thoroughly with HOT water with disposer running; stop disposer and pour in 1/4 cup cooking oil. Empty trash, turn off icemaker. For food you are not discarding: store all food except canned items in the refrigerator -- if the A/C fails, grain items can produce insects. Insects can pierce paper and plastic packaging and access jarred items under the lids. OR consider emptying, cleaning, unplugging refrigerator and leaving doors ajar on refrigerator and freezer.
11. **The pest control service** will continue to check units monthly.

**DOUBLE CHECK THIS LIST, Smile and wave as you leave, have a SAFE TRIP, and hurry back!**