

UNIT CLOSE UP CHECK LIST

Below are recommended close up procedures for when returning North or for other periods of absence

AIR CONDITIONING & WATER

- Set air conditioning thermostat to 77 or less AND humidistat to ON
- Turn off water to toilets.
- Turn off the water supply to the unit.
- Turn off the circuit breaker to the hot water heater.
- Consider purchasing water sensors for your unit & a smart thermostat.
NOTE: Many owners recommend the Canary System.

EXTERIOR

- Remove items in from the balcony/lanai/walkway during the tropical/hurricane storm season.
- Close and lock all windows, sliding doors and hurricane shutters.

KITCHEN

- Stove and oven should be clean and all burners OFF.
- Wash and dry dirty dishes.
- Clean out refrigerator of all items that would not keep for an extended period. Place baking soda in refrigerator.
- Turn OFF the ice maker. Empty ice bin.
- Remove all open perishables from everywhere in the unit to avoid pests.

HOUSEKEEPING

- Wash and dry dirty clothes.
- Leave all vanity seats in the "up" position. Add Clorox and cover with plastic if desired.
- Close all window coverings.
- Vacuum or sweep all floors to pick up any food particles to avoid pests.
- Unplug electric cord from washer and dryer. Turn off water supply.
- Unplug computer, TV, stereo equipment, lamps, etc.

TRASH

- Discard old newspapers & periodicals and place in recycling bins.
- Empty all trash containers (kitchen & bathroom, etc.) in plastic bags and discard in dumpster.

OFFICE

- Stop or make arrangements regarding mail and newspapers.
- Leave email address to receive bulletins.
- Check your mailbox key to see if it works.
- Confirm Office has a set of your workable keys in lock box.
- Arrange for condo watch for when you are away.
- Verify with Association Office any expected key authorization permission to enter your unit in your absence.
- Not required but recommended. As a courtesy, let the Association Office 463-6080 Ext. 1000 know before leaving.