



Thank you for a great Season and we wish you a safe and happy summer!

SEASONAL CONDO CLOSING CHECK LIST

1. Provide management with a key for your unit, in case of emergencies.
 2. Shut off main water-valve to unit, located in your mechanical, to avoid emergency situations
 3. Shut off electrical circuit-breaker to the hot water heater.
 4. Shut off gas valve under stove-top. (If applicable)
 5. Shut off icemaker, empty bin, drain water-line. * **G.E. Manual states:** for long vacations or absences, remove food and unplug the refrigerator. Leave the doors open. Set the icemaker power switch to the **O(OFF)** position and shut off the water supply to the refrigerator.
 6. Change A/C filters (suggested every 3 months).
 7. Turn A/C to 77 degrees and leave ceiling fans on low to oscillate the air in the unit.
 8. Provide management your updated telephone numbers and address.
 9. Notify the post office of your change of address. Cancel newspapers.
 10. Leave all bedroom, bathroom and closet doors open to allow proper air circulation
 11. After cleaning toilets, add a 1/2 cup bleach, put plastic wrap over the opening so water does not evaporate. Dry pipes can allow entry of bugs and vermin. You may also turn off toilet valves and flush toilet once to leave as little tank water as possible in case of a tank seal leak. Put stoppers in drains.
 12. Run dishwasher one full cycle with no dishes but with 1 cup white vinegar. This helps prevent mineral deposits and rubber parts drying out.
 13. Close hurricane shutters. If you do not have shutters, remove all patio furniture, plants and other objects from the lanais.
 14. Remove batteries from TV remotes, clocks and gadgets - they can corrode and do damage.
 15. Replace the battery in your smoke alarm twice/year, on leaving and upon returning. Other residents do not want to hear everlasting chirps when it dies. Or, purchase a new 10-year smoke alarm w/no maintenance.
 16. Check sliding door is locked and has bar. Close and lock windows. Adjust shades and verticals to keep out sun fade and heat.
 17. Pour 1/2 cup of cooking oil down your disposal to prevent it from seizing over the summer.
 18. Unplug all small appliances, from microwave to TV and clocks. This prevents damage from electrical surges in summer storms.
 19. Dry foods should be discarded or stored in tightly sealed containers.
 20. Open cupboard doors and turn up cushions. More air circulation helps prevent mildew.
- **We recommend a professional home watch or good friend visit your condo every 2 weeks to be certain of no flood, mildew, or any other problems. While there, please run the water, flush toilets, and run all exhaust fans. *Remember to return the main water valve to the OFF position***
- **For your convenience, the Concierge Center has a list of referred home-watch companies.**