

Checklist for Securing Your Condo During Long Absences

30 days prior to departure

- A. Flight and/or motel reservations
- B. Setup service appointment with air conditioning service
 - a. check operation of both compressor and condenser
 - b. check refrigerant level
 - c. clean condenser pan and insure drainage pipe is clean
- C. Check Thermostat to insure that it is functioning properly.
- D. Change batteries in thermostat and smoke detectors
- E. Setup appointment for Termite Inspection
 - a. Most companies do not charge for inspection, but do attempt to sell a service contract.
 - b. Spray the exterior foundation of the unit for pest, bugs, etc.
 - c. Spray the interior walls of the crawl space under the unit.
- F. Insure any openings are covered with screening, insuring no varmints can enter.
- G. Spray interior walls of garage as well as around the door openings.

14 days prior to departure

- A. Stop mail forwarding
- B. Notify The Association Management Company of your date of departure
 - a. Leave key with them or,
 - b. Let them know which of your year round trusted neighbors has it, insuring that there is access to your unit in case of emergency.

NOTE: It is recommended that you have someone do a walkthrough of your unit at least once a month, checking air conditioning, water, locks, appliances etc.

- C. Notify Cable TV, Internet and Telephone service companies to shift to vacation billing or disconnect (the companies will be asking for an approximate return to service date).
- D. Notify newspaper and other subscriptions if applicable.
- E. Clean out rain gutters. Backed up gutters can cause damage to both the exterior and interior of your home.
- F. Trim back shrubs and ornamentals, relocate potted plants for water/rain, fertilize.

1 day prior to departure

- A. Remove all furniture from outside and the lanai.
- B. Remove garden hose from outside water faucet, drain and store.
- C. Remove any object in the unit's common area that could become flying objects.
- D. Clean all showers, tubs, sinks, toilets and faucets with a lime and rust remover.
- E. Apply WD-40 to all chrome faucet and fixtures that will not be used prior to leaving
- F. Clean all trash can out and store in garage or crawl space.

Setting the thermostat for summer use:

NOTE: The following recommendations will depend on whether your thermostat is programmable and on whether you have a humidistat or not.

1. Recommended setting **if programmable**: set the thermostat at 85 degrees normally and set humidistat to 45 Percent.
2. Set thermostat for 2 hours at 78 degrees, once in the morning and again in the evening.
3. **If not programmable**: Set thermostat @ 78 if no humidistat.

G. Replace batteries in thermostat (if applicable) and smoke detectors

- H. Replace return air filter(s) for air conditioner
- I. After last laundry load unplug both washer and dryer. Wipe down with WD-40 to reduce chances for rust.
- J. Clean under sinks, stove and refrigerator; apply bug spray.

Departure day:

- A. Clean and store all dishes, utensils, pots and pans
- B. Empty, clean Refrigerator and unplug.
 - a. Dispose of any perishable food items (can be dropped with neighbor by arrangement or @ Clubhouse trash).
- C. Clean sinks and disposal, use bleach or vinegar allowing it to sit for ~1/2 hour, flush and then put a small amount of vegetable oil in disposal to prevent rusting.
- D. Clean out dishwasher with cleaner and pour a small amount of vinegar in the drain allowing it to sit for ~1/2 hour, flush and then put a small amount of vegetable oil in drain to prevent rusting.
- E. Run water in all faucets for 10 minutes, then put olive oil in drain traps (~1 cap-full) to seal in moisture.
- F. Unplug hot water tank to prevent damage from power surges.
 - a. Drain approximately 5 gallon of water at the bottom drain using a hose to rid the tank of any sediment.
 - b. Insure the tank refills. (When the wall of the interior are exposed they can Rust).
- G. APPLIANCES
 - a. Install surge protectors on expensive appliances.
 - b. Unplug all outlets in the house, appliances, lamps, TV's.
 - c. Disconnect TV and Internet cables.
 - d. Remove all batteries from remotes, radios and other appliances.
 - e. Remove all perishable items from the refrigerator and freezer.
 - f. Stock fridge with water.
 - g. Turn off and empty ice maker.
 - h. Set fridge on desired temperature.
 - i. Unplug garage door opener.

H. INTERIOR:

- a. Cover toilet seats with plastic wrap and add about a cup of Clorox to the toilet bowl. This prevents water from evaporating. An alternate technique is to pour ½ gallon of windshield solvent into the toilet bowl. It will not evaporate and can be flushed away safely when you return.
- b. Put tape or a firm plastic cup over shower, bath drains and all sinks to prevent insect infestations.
- c. Close all blinds and window coverings; draw curtains. Some owners cover windows with pre-fitted cardboard. This insulates and protects the interior and reduces A/C bills.

I. VEHICLES: If leaving an auto in the Garage:

- a. Park car so the battery is accessible from the overhead door.
- b. Park car so the tires sit on small carpet pieces to reduce deterioration of the tire
- c. Install trickle charger to the battery

J. ELECTRICAL:

- a. Turn all breakers off in the garage breaker box with the exception of the air conditioner and any appliances that you want running while you are away.

K. TURN INTAKE WATER VALVE OFF!

- a. Turn water off on the side of the house and also at the meter.
(You May want to schedule this with Lee County Utility's. 239-533-8845.)