

## 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.)