



Close Up Checklist

The following is a checklist of friendly reminders that need to be attended to prior to your traveling for extended periods.

1. If your vehicle is going to be left on the property, please make arrangements to have a set of keys available in your unit, in the case of emergency.
2. Arrange to leave a key with a neighbor and inform them of any e-blast or other communication you receive requiring the re-location of your vehicle.
3. Hot water tanks should be turned off.
4. Icemakers should be turned off.
5. Shut off water and gas.
6. Set air conditioning unit and adjust humidistat where desired to no less than 78 degrees as per A/C company's suggestion.
7. Unplug TV, stereo, microwave and computers.
8. Close and lock all windows, sliders and doors. Pull drapes/blinds and shades closed.
9. Prepare garbage disposal – flush thoroughly with hot water with disposal running. Stop disposal and pour ¼ cup cooking oil in disposal.
10. Put toilet seat down. (Plastic wrap over bowl helps prevent evaporation).
11. Please have someone (family, friend, neighbor) check your unit periodically – **mandatory within the Condo Docs**. Sometimes there is a power shutoff and the A/C does not automatically reset. A unit left with no A/C will develop moisture issues rapidly.
12. Be sure that you have had preventative maintenance performed on your HVAC system by a licensed A/C vendor. A common maintenance failure in condo HVAC systems is the back-up and clogging of the condensate drain line that inevitably results in water leaks. This can cause water damage to the units below and common elements.
13. **ALL PATIO FURNITURE AND LOOSE ITEMS MUST BE BROUGHT INSIDE OFF THE PATIO AREAS.**