

Expanded Checklist When Leaving Town

Since Southwest Florida is such a seasonal area, we continue to remind you of the important steps to take when leaving your Florida home. All of the items listed below should be considered for attention when leaving for an extended time away and some even apply when taking a short get away. Water leaks especially seem to have a tendency to surprise residents even after being gone for a few days. Please read the list and file it away so that you have it when you get ready to leave town.

1. **TURN OFF THE MAIN WATER SUPPLY FOR YOUR UNIT!**
2. **Engage someone to check your unit at least once per week.**
3. **Mold/mildew Protection:** Set air conditioner and humidistat according to the instructions – Normally 75 to 80 degrees and 55 to 60% on the humidistat. Replace batteries in the thermostat if applicable. Make sure your AC system is serviced regularly. Consider running ceiling fans on the low setting.
4. **Storm Protection:** Remove **ALL** Lanai and Entry furniture/loose items unless protected by storm shutters. Close and secure storm shutters, in compliance by the Association Covenants.
5. Lock all windows and doors.
6. Unplug or turn breaker off to the water heater. If heater shows any sign of rust or is older than 10 yrs., seriously consider replacement. The cost of a new heater is far less than the possible water damage that could occur in your home and neighbors.
7. Provide contact information to the Property Management.
8. Commodes: lift up the seats, engage home watch to flush and sanitize preventing water evaporation trapping sewer gases.
9. Ensure your alarm system is working, if applicable.
10. Smoke Detectors: Replace batteries and/or if older than 10 yrs., replace detector (they have a 10 yr. life cycle).
11. Refrigerator: Empty and turn off ice maker, consider lowering temperature, less volume promotes efficiency...consider storing empty boxes or store perishables.
12. Pest Control: Clean all portable appliances, remember to remove crumbs from toasters to prevent ants, Sweep or vacuum all floors to remove crumbs and dirt, Do not leave any flour, crackers, bread or pasta products stored in cupboards, if you do, you are inviting bugs to have a feast while you are away.
13. Install power surge protectors on T.V. and other major electronic equipment. Consider disconnecting phones and cable. Power surges are common in Florida and can damage electronics and major appliances, consider home surge protection.
14. Unplug overhead garage door openers.
15. Cancel or forward mail and newspapers.
16. **Turn off water supply to washer to prevent pressure damage to hoses.**

ADDITIONAL SAFETY SUGGESTIONS

- Clean your dryer vent regularly, not only do clogged vents unnecessarily cost in electricity and shorten the life of your dryer life, but is a FIRE HAZZARD.**
- Change all water lines, washing machine, commodes and under sinks from rubber/plastic to the new braided supply lines. The rubber hoses are known to break under pressure and could cause THOUSANDS OF DOLLARS in damages.**
- If the main water shut off to your unit and to the water heater is plastic, it is highly recommend that you have them replaced with brass, it is common for the plastic shut off valves to fail and flood, not only your unit but units next door and below.**
- Have your A/C unit serviced before you leave, check the condensation lines for any clogs, small critters, bugs and dirt are notorious for clogging condensation lines which in turn backs up unto the A/C unit. Not only will it flood your Condo and others around you but is likely to cause mold to form inside moist walls floor and ceilings.**
- See to it that your management company has a working key to your unit. Even if you have someone watching your condo, when an emergency arises, time is of the essence. Without a key we would have two choices, either call a locksmith, AT YOUR EXPENSE, which could run as much as \$200.00 in an emergency situation or, if we don't have time to wait for a locksmith, break down the door AT YOUR EXPENSE, which would cost several hundred dollars.**
- The average life span of a hot water heater is 10 years; our buildings are there now, you may want to consider replacing yours in the near future.**