

# **CHECKLIST FOR CLOSING CONDO FOR VACATION OR SEASON**

(In no particular order!)

- \_\_\_\_\_ SHUT OFF ALL WATER
- \_\_\_\_\_ TURN OFF BREAKER FOR HOT WATER HEATER
- \_\_\_\_\_ UNPLUG ALL ELECTRONICS
- \_\_\_\_\_ SET AIR CONDITIONER TO 79\* "COOL" AND 45\* "HEAT"
- \_\_\_\_\_ CHANGE AC FILTER
- \_\_\_\_\_ POUR NU-LINE OR VINEGAR DOWN AC CONDENSATE LINE  
LIKE YOU ARE ALREADY DOING REGULARLY
- \_\_\_\_\_ BE SURE SECOND DOOR IS LOCKED IF YOU HAVE ONE
- \_\_\_\_\_ CLOSE AND LOCK ALL WINDOWS  
(BE SURE YOU CHECK UPPER HALF OF DOUBLE HUNG WINDOWS  
FOR FULL CLOSURE EVEN AFTER WINDOWS ARE LOCKED
- \_\_\_\_\_ CLOSE BLINDS
- \_\_\_\_\_ CLOSE HURRICANE SHUTTERS
- \_\_\_\_\_ EMPTY REFRIGERATOR AND FREEZER (IN CASE OF POWER  
OUTAGE....WHO WANTS ROTTEN FOOD!)
- \_\_\_\_\_ TAKE OUT ALL GARBAGE
- \_\_\_\_\_ TURN OFF ICE MAKER
- \_\_\_\_\_ BE SURE PB3 HAS A COPY OF CONDO KEY
- \_\_\_\_\_ NOTIFY A FRIEND OR NEIGHBOR AND PROVIDE THEM WITH A KEY  
TO COME TO YOUR CONDO REGULARLY FOR A "SAFETY CHECK",  
TO PUT APPROVED FLUID DOWN THE CONDENSATE LINE EVERY 1-  
3 MONTHS, CHECK FOR ANY PROBLEMS.
- \_\_\_\_\_ FILL OUT A "NOTICE OF ABSENCE" FORM AND FILE WITH  
MANAGEMENT OFFICE
- \_\_\_\_\_ REDIRECT MAIL

MAKE SURE YOU HAVE SOMEONE CHECK ON YOUR UNIT AND REPORT TO YOU AT LEAST EVERY TWO WEEKS AND AFTER ANY STORMS. MANY INSURANCE COMPANIES WON'T COVER YOU FOR WATER DAMAGE IF FOUND TO BE OVER TWO WEEKS OLD. (CHECK WITH YOUR INSURANCE AGENT.) LEAVE A SHEET OF PAPER FOR YOUR CONDO CHECKER TO MARK WHEN THEY HAVE BEEN IN OR HAVE THEM TEXT/EMAIL YOU SO THAT THERE IS A RECORD OF THE VISIT.