

Owner's "Going Away" Checklist

Listed below are **suggestions** for a routine to be followed when an owner prepares to leave a residence for an extended period.

- **TURN OFF** main water supply and the supply to the hot water heater.
 - Unplug TV sets, VCRs, stereos, cable boxes and all other devices that may be damaged by a lightning strike. This includes microwave ovens, cordless phones, answering machines and clock radios. (A lightning strike can go through a closed circuit breaker and surge protector)
 - Run ice cubes through the garbage disposal (helps clean & sharpen blades). Pour ¼ - ½ cup of vegetable oil in the disposal and run for a few seconds (prevents rust).
 - Run dishwasher full cycle w/o detergent. (Removes the scum buildup in the drain.) Some recommend adding 1-2 cups of vinegar while others upon returning, pour 2 cups of boiling water into dishwasher and let it stand for 2 minutes before running (this softens the seals). Both remedies seem to work based on owners input
 - Put vegetable oil in drains to seal and prevent water evaporation
 - Cover all toilets with Saran Wrap and put the seat down (prevents water evaporation, note some folks add 1-2 cups bleach to prevent bacteria/mildew)
 - Remove perishables from the refrigerator. Turn the refrigerator OFF and leave the door ajar (mold prevention). **OR** Turn the icemaker to "Off" and leave the refrigerator on low.
 - Leave closet doors ajar (air circulation prevents mold)
 - Leave oven, washer, dryer and dishwasher doors ajar (mold prevention)
 - Close draperies and blinds to minimize effect of sun on carpeting & furnishings
 - Bring in all porch and lanai furniture and wall decorations, . pot and plants
 - Set thermostat on "Cool" with the temperature set between 80-83 degrees, and the control on "Automatic"
 - Check all doors and windows to make sure they are locked
 - Make sure all electrical circuits are turned off **except A/C and possibly refrigerator** (if you leave it on)
 - Consider having maintenance done on you're A/C every spring
 - Discontinue newspaper delivery and arrange with post office for either stopping or forwarding mail
 - Change all magazine subscriptions (if required) to new address
 - Make sure the Management Association (CPMI) has a key to your unit in case of emergency.
 - Notify CPMI of any guests who will occupy the residence in the owner's absence.
- NOTE: Owners are responsible for providing pool and trash/recycle rules to guests/renters.**

When you return use this for applicable items (do the opposite)