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Seasonal Close down Procedures - 2013

- _____ Call and cancel your newspapers subscription
- _____ Re-route mail by filling out a Temporary Change of Address form at the Post Office
- _____ Remove all perishables from the refrigerator/freezer
- _____ Remove all perishables from pantry
- _____ Clean inside the refrigerator/freezer
- _____ Unplug Insta-Hot
- _____ Open shower/tub enclosure and closet doors for air circulation
- _____ Open dishwasher to prevent mildew
- _____ Unplug stereo, toaster, television/cable TV wires in case of lightning surges
- _____ All toilets will have Clorox bleach in bowls with saran wrap around it. This is a preventative maintenance to help keep bowls clean. We will check level of water weekly – **FEMS will take care of doing.**
- _____ Shut off the hot and cold water to the washing machine
- _____ Place gas hot water heater on the "vacation" setting or if you have an electric hot water heater, unplug it
- _____ Test for proper operation of alarm system
- _____ Suggested setting for the humidistat is to in the "on" position and the A/C set to 78 degrees
- _____ Cover in-door furniture in areas where it could be exposed to direct sunlight
- _____ To extend the life of your car battery we recommend you **purchase a trickle charge system cost \$75.00 installed. Also roll down windows on car to prevent mildew**
- _____ Store all patio furniture in garage, for if there is a tropical storm or hurricane, these items will become airborne and will cause severe damage (may be necessary to clean prior to placing in garage) \$55/hour
- _____ Place BBQ Grill in the garage
- _____ **Check the following items you would like FEMS to perform.**

Resident: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Date of Departure: _____