

## Closing Up the Condo...

- If your unit feels damp, run a dehumidifier inside the condo for 1 week before leaving to really dry things out. Move it from room to room during this week.
- Do the same when returning in the fall if it feels damp.

### PHONE, INTERNET & NEWSPAPER:

Online or call – place each on vacation hold or cancel service.

### MAIL:

Place post office card in mailbox with forwarding instructions.

### BEDROOMS:

1. Place fabric softener sheets between mattress and box spring.
2. Fabric softener sheets in ALL dresser drawers. (cut pieces)
3. Fabric softener sheets in any closets with blankets/pillows/clothes.
4. Hang DampRid hangers in closets. Place a bucket or similar item under each DampRid in case of leaks.

### BATHROOMS:

1. Clean bathrooms. Make sure to wipe dry the tile walls & sinks.
2. Clean toilet bowls. Flush 2-3 times after using cleaner!
3. Bleach in toilet - ¼ to ½ cup. Then Saran wrap/ Cling wrap to cover toilet bowl tightly. Leave seat & lid up.
4. Leave vanity cabinet door open ½ way.
5. Unscrew all but one light bulb in each bathroom light fixture. Leave the bathroom light turned ON while away. (Light helps deter mold.)

### KITCHEN:

1. Run 1 empty cycle in the dishwasher with 1 cup of vinegar in the bottom.
2. Wipe out dishwasher and leave it propped open with a towel.
3. Refrigerator & Freezer: Set to lower setting.  
Place several plastic milk jugs (filled half way with water) in both the

refrigerator & freezer sections. Drain all water from the water dispenser spigit. Wipe out & dry.

4. Freezer Ice cubes - dump out. Turn ice maker OFF.
5. DISPOSAL: Be sure it's clean. Then place 2-3 tablespoons of mineral oil (or 1 teaspoon of cooking oil) in it and turn on disposal for a couple of seconds.
6. UNPLUG: Microwave, disposal, dishwasher & Stove
7. If keeping some non perishable food items, place them INSIDE the refrigerator.
  - OR - Donate unopened food items to the local food shelf through our mail carrier. Items may be left in the mailroom.
  - OR - Lupe, our building housekeeper, will accept food, both unopened and opened (such as opened cereal, etc.)
8. Place fabric softener sheet in each trash bin.

#### BATTERIES & PLUGS/CABLES:

1. Batteries out of everything - label batteries and place in zip lock bag in the refrigerator (or a drawer): includes cordless phone, clocks, flashlights, remote controls, etc.
2. Unplug everything - TVs - CABLE connection too, phones, clock radios, all lamps. (Protects items in the event of power outage and power surges.)

#### DEHUMIDIFIERS (if used)

1. Place in bathtub or shower and plug into heavy duty timer. Set timer for 4 – 6 hours each 24 hour period. Or – set to the humidity setting desired. Drain by hose to tub/shower drain.

#### LANAI:

1. Lanai Furniture - bring ALL inside. Place in living room, bedroom or storage.
3. Check inside locks on the 2 condo lanai slider doors.

#### CEILING FANS:

1. Run on LOW. (Good to have air flow in an empty condo)

#### INSIDE CONDO DOORS:

1. All closet doors & linen closet doors opened 1/2 way.
2. Bedroom doors and bathroom door left open but not tight to the wall.

#### TRASH:

1. Empty all wastebaskets (especially kitchen) and throw everything in Outside trash & recycling area.
2. Leave NO PAPER BAGS in condo!

#### WATER:

1. SHUT OFF cold water access
2. SHUT OFF hot water by the water heater
3. UNPLUG water heater (or turn off circuit breaker)
5. SHUT OFF ice maker water valve under kitchen sink.

#### THERMOSTAT:

1. Turn on Air Conditioning. Set Thermostat at 76 (or your choice)  
Some people also use a humidistat, some don't.

#### MAILBOX:

Check mail box one last time.

#### TAKE HOME:

Copies of insurance and other important items related to the unit.

#### CONDO ENTRY DOOR:

Lock.

#### SIGN OUT IN FRONT LOBBY!

DONE!