

Vacation Check List

If you are leaving for an extended period, here is a checklist of things to remember.

- 1) Turn off the water at the water meter and open all faucets including the exterior spigot to release the vacuum and let the water drain out. If you are unsure of where your shut off is located please contact the maintenance department at 833-5445.
- 2) Turn the hot water heater to pilot.
- 3) Close all drains and put toilet lids down to prevent the evaporation of water from the traps. As added protection against frozen drain lines, put a little antifreeze into each of the drains and toilet bowl.
- 4) Stop your mail delivery. Make arrangements to have your mail held at the post office or have it picked up daily by a neighbor. Do the same for newspaper delivery and any other scheduled deliveries.
- 5) Set heat back to desired temperature (Approximately 50F – 55F).
- 6) Close all window coverings, lock and secure all doors and windows.
- 7) Use light timers (two or more) for lights normally utilized during evening hours. Variable timers are preferred. Have neighbors check to make sure lights and timers are functioning properly.
- 8) Use a timer on a radio, but do not set to unusual volume.
- 9) Alert neighbors to watch for any deliveries either scheduled or unscheduled, e.g., papers, samples hanging on doorknob, etc.
- 10) Leave a phone number and address with the office or a neighbor so you can be reached in case of an emergency.
- 11) Leave your house key with a friend, neighbor, or the office.
- 12) Lock the door leading from the garage into the house.
- 13) Unplug or turn off your electric garage door opener.

There is a thermostatically controlled outlet made by Honeywell called the Winter Watchman that can be purchased for \$15.00. The resident would place a 75W yellow light bulb near a front window and plug it into the Winter Watchman. The Winter Watchman turns on the light if the temperature in the unit drops below 40 F. Then, any neighbors that see the light could notify the office so appropriate action could be taken to prevent further damage to the unit.