

APPENDIX 3

CHECKLIST FOR LEAVING PINE RUN FOR ONE OR MORE MONTHS.

It is very important to “vacation proof” your unit, protecting against damage from critters, mold and weather. If you fail to properly prepare your unit and/or don’t make arrangements to have it checked, you will be billed for expenses that the Association incurs in order to correct a problem or nuisance.

1. Arrange for a responsible person to check your unit on a weekly basis.
Provide
Our Maintenance Employees with written contact information for this person prior to leaving.
2. Leave a telephone number and/or email address where you can be reached with our Maintenance staff and Keys- Caldwell, Inc. (941-408-8664).
3. For rodent protection, put 2-3 TBSP of chlorine bleach in toilet bowls.
(Must be re-applied after flushing)
4. Seal all toilet bowls with plastic, close lid and secure with a heavy object on top of cover (brick in a plastic bag or The Collected Works of William Shakespeare)
5. Close all sink and tub drains.
6. Place cork or stopper in sink over-flow drains.
7. Check for any openings around pipes, disposals, wiring and sliders. Seal with industrial foam or steel wool.
8. Remove all food or seal all food in airtight containers.
9. Most pests do not tolerate the smell of Irish Spring soap, moth balls or dryer fabric softener sheets. Place these in strategic spots.
10. Check attic for potential pest entry sites before you leave.
11. Turn off water at main valve inside your unit.
12. Leave air conditioner on and set at 78 degrees F and Humidistat at 60% to prevent humidity and mold. Make sure air conditioner has been serviced properly before leaving.
13. If refrigerator is left on, turn ice maker off.
14. Bring patio furniture inside.
15. Remove any outside items that could become flying debris in high winds, including pots and outside decorations.
16. Unplug all unnecessary appliances to prevent damage from lightning strikes.
17. Turn off hot water heater.

18. If you leave a car, run heater for 15 minutes after using AC for last time to dry moisture in air ducts. To avoid a dead battery when leaving a car for 4-5 months, disconnect wire leading to negative pole.
19. Leave a set of car keys in the unit on the kitchen counter in case the car has to be moved in an emergency or during roadway/building maintenance. Please leave a key to carport closet as well if you have a closet.