

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

Residential Unit

Checklist for Summer Close Up

- Set thermostat to 82 degrees with controls on "Auto" and "Cool."
- Set humidistat no higher than 68.%.
 Store crackers, cookies, cereals and other opened boxes in refrigerator.
- Clean crumbs from the toaster and leave it unplugged.
- Disconnect all appliances (microwave, TV's, cable, computers, etc.).
- Set refrigerator to a lower level - 1 or 2.
- Flip up bail on icemaker and throw out ice.
- Leave beds unmade and raise bed skirts to allow circulation if leaving for over a month.
- Open closet doors for ventilation.
- If leaving for over a month, place lanai furniture and other items that will mildew or rust inside. If placing on carpet, use cardboard or sheets for protection.
- Prop open dishwasher and washing machine so residual water will not stagnate.
- Remove all trash from house and garage.
- Make sure all windows and doors are closed and locked.
- Close blinds and shutters and leave switch in middle position.
- Notify post office 10 days prior to departure for forwarding mail.
- Notify Sprint to place phone on vacation status.
- Discontinue newspaper delivery.