

Closing your Condominium for Extended Absence

We strongly recommend you have someone checking your condominium in your absence at least every two (2) weeks while you are gone.

1. Change your mailing address through United States Postal Service (USPS) either on-line or requesting from the postal worker a change of address card
2. Put landline, cable and cable on vacation hold. Contact *Spectrum* customer service (866. 874. 2389)
3. Clean or change your air conditioning filter
4. Set air conditioner at 78-80 degrees, Fan on automatic, System to COOL. Some thermostats operate with AA batteries, check yours and install new batteries
5. Close and lock all windows. Close all blind shades. If applicable, install your storm/hurricane shutters
6. Unplug all electrical items: Microwave, lamps, surg protectors, coffee maker, etc.
7. Open all cabinet and closet doors
8. Turn refrigerator to a higher setting
9. Empty ice cube maker and ensure it is turned off
10. Store all open and unopened cereal, pasta, cracker, coffee, sugar, spices, etc. in the refrigerator (if you leave it on). Otherwise get rid of all food items not in cans or sealed jars
11. Dishwasher: clean all dishes and store
12. Dispose of all cardboard and paper bags (bugs and mice feed on paper and bag glue)
13. Pour one (1) cup of vinegar or bleach down your AC drain pipe at your furnace. Follow with one (1) cup of water.

Toilets: Flush toilet and wrap tank and toilet bowl in clear plastic wrap (i.e., Saran wrap) to prevent the air conditioner from evaporating the water. This keeps bugs, roaches, water rats from entering through the plumbing system.

Print the document, "Homeowners Units checks for Extended Absence" found on the Ivanhoe website for your caretaker. Leave it the on the counter of the condominium for their use.