

## **Suggestions for Closing Your Residence**

1. Clean all kitchen appliances with warm soapy water, rinse clear with clear water and, importantly dry. Clean and unplug all small appliances. Remove all food from the refrigerator that will spoil. Empty the ice bin and place the ice maker on OFF.
2. Store flour, sugar, pasta or any dry foods in the refrigerator.
3. Make sure to clean around the door gasket on the dishwasher to remove any food particles that may cause mold. Leave the door unlatched to release pressure on the gasket.
4. Pour 1/8 cup of lemon or lime juice down the garbage disposal, followed by 1/4 cup of corn oil and turn the disposal on for a few seconds, then add an additional cup of corn oil.
5. Turn off your water supply. Close the valve located in your mechanical room. Place the circuit breaker (also located in the mechanical room) for the hot water heater in the OFF position. **Caution:** Be Careful **not** to turn off your air conditioner breakers by mistake.
6. Unplug all electronic equipment and computers.
7. Make sure your air conditioner is in working order. Thermostat can be set on "cool" between 76° - 78°, fan set on "auto".
8. Turn indoor ceiling fans on low.
9. Add Clorox to the toilet bowls and cover with Saran Wrap. (This works well and keeps the water from evaporating).
10. **Remove all furniture and plants from any unprotected balcony and lock all sliding glass doors. (We never know if a hurricane or tropical storm will visit us while you are away).**
11. Put all storm shutters down tight. Do not leave slats in the open position and return the shutter control buttons to the neutral positions.
12. Important, Please notify the office prior to departure.