

Extended Absence Checklist

Below please find our office recommendations during an extended absence from your unit.

- Turn off hot and cold water to your unit at the main valve and make sure there is no water flow. Replace the shut off valve if necessary
- Turn off the breaker to your hot water heater
- Check for leaks in the heater pan
- Remove perishables from the refrigerator
- Turn off the ice maker, but leave refrigerator on low
- Run your garbage disposal to make sure it is clean
- Secure all exterior doors and windows
- Open all interior doors including closets for air circulation
- Set AC to 74-75 degrees with the control set at automatic
- Cancel or make arrangements for your newspaper and mail
- Replace your A/C filter
- Put an algae preventative in your AC drain
- Turn off all lights and ceiling fans, but leave the power on
- Test your smoke detectors-change batteries if necessary
- Remove items from balcony if your balcony is not fully enclosed against the elements
- Provide a contact number for your property manager in case of emergency
- If you're gone for long periods of time, have someone check your unit at least once a month to make sure no problems have occurred. Have them check the following:
 - Check to make sure none of the toilets or faucets are leaking or allowing water to run
 - Run the water in the sink and flush the toilets. This is to ensure that the plumbing traps in the sanitary waste lines maintain the proper water level in order to prevent sewer gasses from entering your unit. These gases can be explosive
 - Check to make sure the air conditioning is working properly
 - Check to see if the unit appears to be secure



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