

## OWNERS' "GOING AWAY" CHECKLIST

LISTED BELOW ARE SUGGESTIONS FOR A ROUTINE TO BE FOLLOWED WHEN AN OWNER PREPARES TO LEAVE A RESIDENCE FOR AN EXTENDED PERIOD.

- A. REMOVE PERISHABLES FROM THE REFRIGERATOR. TURN THE ICEMAKER TO "OFF", BUT LEAVE THE REFRIGERATOR ON "LOW"
- B. RUN GARBAGE DISPOSAL AND CHECK TO MAKE CERTAIN IT IS CLEANED.
- C. TURN OFF THE HOT WATER HEATER AND THE MAIN WATER SUPPLY TO THE TANK. WHEN YOU RETURN, MAKE CERTAIN THAT THE WATER IS TURNED BACK ON BEFORE TURNING ON THE ELECTRIC SUPPLY TO THE TANK. THE MAIN WATER SUPPLY VALVE IS CLOSEST TO THE WALL.
- D. IF A TELEVISION SET IS EQUIPPED WITH A LOW VOLTAGE TRANSFORMER AND "INSTANT ON" LEAVE IT PLUGGED INTO THE OUTLET. OTHERWISE, UNPLUG THE SET.
- E. SET THE THERMOSTAT ON "COOL" WITH TEMPERATURE BETWEEN 80 AND 82 DEGREES, AND THE CONTROL ON "AUTOMATIC". IF THE HOME IS TO BE VACANT FOR AN EXTENDED PERIOD OF TIME, PARTICULARLY DURING HOT WEATHER, YOU MAY CONSIDER INSTALLING A HUMIDISTAT. THIS DEVICE WILL OPERATE YOUR A/C SYSTEM ACCORDING TO THE HUMIDITY IN THE RESIDENCE.
- F. HUMIDIFIERS SHOULD BE TURNED ON AND SET AT 60-65.
- G. LEAVE INSIDE DOORS AJAR.
- H. BRING ALL PORCH FURNITURE INSIDE.
- I. PULL DRAPERIES TO MINIMIZE THE FADING EFFECT OF THE SUN ON CARPETING AND FURNISHINGS.
- J. CHECK ALL DOORS AND WINDOWS TO BE CERTAIN THEY ARE LOCKED.
- K. CONSIDER USING A TIMING DEVICE TO SWITCH CERTAIN LIGHTS ON AND OFF DURING THE COURSE OF A DAY. OTHERWISE, TURN ALL LIGHTS OFF, BUT "DO NOT" TURN OFF THE ELECTRICAL POWER.
- L. NOTIFY PROPERTY MANAGEMENT THAT YOU WILL BE AWAY IF YOU WISH TO PERMIT ACCESS TO THE HOME FOR PACKAGE DELIVERY, REDECORATION WORK, ETC. TO AUTHORIZE THEM TO RELEASE THE KEY TO YOUR RESIDENCE. **PROPERTY MANAGEMENT SHOULD ALSO BE NOTIFIED OF ANY RENTERS & GUESTS WHO WILL OCCUPY THE RESIDENCE IN THE OWNER'S ABSENCE.**