

Orchid Cove Condominium Association, Inc.

Seasonal Leave Checklist

Several unit owners use Orchid Cove as a second home, leaving their condominiums vacant for long periods of time. Below are some preventative measures that owners can take prior to leaving for the season. Please feel welcome to use this checklist as a tool to help protect your Orchid Cove home while you're away.

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| <input type="checkbox"/> Shut off main water valve to unit and/or shut off valves to: <input type="checkbox"/> <i>water heater</i> <input type="checkbox"/> <i>toilets</i> | <input type="checkbox"/> Check windows and doors to be sure that all are secure |
| <input type="checkbox"/> <i>sinks</i> <input type="checkbox"/> <i>washing machine</i> | <input type="checkbox"/> Place toilet seats down and seal or place heavy object on the toilet seats |
| <input type="checkbox"/> Close sink drains | <input type="checkbox"/> Turn off refrigerator ice maker and empty ice bin |
| <input type="checkbox"/> Turn off water heater | <input type="checkbox"/> Unplug lamps, toaster, coffee maker |
| <input type="checkbox"/> Verify that a neighbor or nearby relative has a key to your unit, in case of emergency | <input type="checkbox"/> Turn off circuit breakers to washer, dryer, water heater |
| <input type="checkbox"/> Turn on and leave A/C on. You may set your thermostat per Florida Power & Light (FPL) recommendations | <input type="checkbox"/> Bring in everything from your lanai (in case of a hurricane) |
| <input type="checkbox"/> Replace A/C filter and check overflow | |

It's always a great idea to have a neighbor, relative or friend periodically check your unit. **If you have someone checking your unit, it's good to have them review the items below.** Additionally, you may want to check with your private insurance carrier to see if there are any conditions on having a unit inspected when vacant for a period of time. Some individual policies have exclusions if the unit is not checked every couple of weeks. Your insurance agent will be able to review your policy and provide you with any details needed for your protection.

- ☐ Check pipes for water above and below cabinets and/or any other water intrusion in unit
- ☐ Verify that A/C is working and filter is clean
- ☐ Check dishwasher for any leaks or standing water
- ☐ To help avoid any odor from the pipes, run water through the pipes including sinks and toilets.
- ☐ If above is completed, be sure to shut off valve(s) again
- ☐ Check refrigerator for operation
- ☐ Check water heater for leaks and verify that it is turned off

If you are leaving for the season, have a great trip and we will see you upon your return. We appreciate your help in protecting your home at Orchid Cove in the best manner possible.

Progressive Community Management
Property Manager for Orchid Cove