

HOME PREPARATION FOR EXTENDED ABSENCES

(Make copies and use as a check list)

<p>Perform items in this section for absences of 5 days or more</p> <p>This section for absences of 5 days to 3 weeks</p>
Leave Unit and car keys and itinerary with a neighbor or the Property Manager (PM).
Update Property Manager with contact information, return date, and who has keys to your unit.
Set the thermostat for heating and cooling. Heat should not be set lower than 50 degrees.
Close and lock windows and doors.
Empty all waste/garbage containers and remove all recycle paper, cans, glass, etc.
Unplug the Insta-Hot water heater under your kitchen sink to save energy and overheating.
Unplug all idle electronic equipment to protect from lighting surges and to save energy.
Adjust the dial on the lower front of the hot water tank to "Vacation" setting to save energy.
Shut off gas valve at deck BBQ hose connection. (See note 2)
* Check the leak detection alarm devices. Replace battery, test by setting on a moist surface, and set into the bottom of the hot water heater overflow tray. (See Note 1). An added leak alarm device on the floor next to the hot water tank is good added insurance. Test to see if these alarms can be heard in the common area corridor outside.
Arrange to have someone check your Unit every 10 days to make sure there are no leaks, room temperature is above 50 degrees, toilet bowls still have some water in them, and verify security..
<p>Perform additional items in this section for absences of 3 weeks or more</p> <p>Additional items for absences of 3 weeks or longer</p>
Drain the deck water hose and disconnect. The hose bib is designed to withstand freezing weather, so no additional protection is needed.
* Shut off fireplace gas pilot light and close gas valve to save energy and for safety. (See Note 2)
Empty the ice bin and lift the "ice tray full trip bar" in the refrigerator ice maker.
* Turn off the circuit breakers for the electric oven, dish washer, and microwave (Not refrigerator)
* Shut off hot water heater gas pilot light and close gas valve. (See note 2)
Close the Unit main water valve (takes many turns). The main water valve is the round handle protruding out of the wall (usually up 6+ feet from floor) usually above the hot water tank.
Open the utility room sink faucets (hot and cold) just enough to drain. Leave open.
Flush all toilets to empty toilet tank. Leave water in bowl to prevent sewer gas odors.

* Do not attempt these actions yourself unless you are familiar with how to safely accomplish them and restore them upon your return home. Neighbor Jack (a local handyman) at 442-8845 or another qualified person can assist in training-can do these tasks for you, and/or can perform the 10 day home checks for reasonable costs.

Note 1: Buy the \$10 leak alarm units in the Home Depot plumbing department. If it is too big to fit in your hot water overflow trays, set it on the floor next to the hot water heater and purchase **and install** a wall-mounted device with a smaller remote probe. Property Manager can provide advice on products or call Neighbor Jack at 442-8845 for alarm purchases and/or installations.

Note 2: Gas shut-off valves are petcock type. In the Open position (gas ON), the red handle is aligned with the length of the pipe. In the Closed position (gas OFF), the handle is 90 degrees to the pipe line.