

**COVE TOWERS PRESERVE**  
**A CONDOMINIUM ASSOCIATION, INC.**

*c/o Integrated Property Management*  
465 Cove Tower Drive – Naples, FL 34110  
Phone: 239-593-3977 Fax: 239-593-3492 Email: CoveTowers@comcast.net

## Expanded Checklist When Leaving Town

Since Southwest Florida is such a seasonal area, we continue to remind you of the important steps to take when leaving your Florida home. All of the items listed below should be attended to when leaving for an extended time away and some even apply when taking a short get away. Water leaks especially seem to have a tendency to surprise residents even after being gone for a few days. Please read the list and file it away so that you have it when you get ready to leave town.

1.  **TURN OFF THE MAIN WATER SUPPLY IN YOUR UNIT!**
2.  Set air conditioner and humidistat according to the instructions experts suggest setting the thermostat between 77 and 78 degrees.
3.  If you have a de-humidistat, set it according to the instructions – experts suggest setting it at 65 (humidity) and the thermostat at 75.
4.  Lock all windows and doors.
5.  Unplug or turn breaker off for the water heater and other major appliances.
6.  Write a change of address to Property Management.
7.  Have someone check your unit **at least** once per week.
8.  Place saran wrap over the toilets, lift up the seat – this prevents water evaporation and traps sewer gases.
9.  Empty your refrigerator.
10.  Clean all portable appliances, remember to remove crumbs from toasters to prevent ants.
11.  Sweep or vacuum all floors to remove crumbs and dirt.
12.  Do not leave any flour, crackers, bread or pasta products stored in cupboards, if you do, you are inviting bugs to have a feast while you are away.
13.  Disconnect phones and cable T.V, power surges are common in Florida and may damage anything left plugged into a wall outlet.
14.  Manually lock automatic garage doors.
15.  Forward your mail and cancel your newspapers.

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- 16. \_ **Bring in all Lanai furniture if you do not have shutters.**
- 17. \_ Close and secure storm shutters, as allowed by your Association.
- 18. \_ Turn off water supply to washing machines to prevent pressure damage to hoses.
- 19. \_ For absences of two weeks or more, turn off the water heater, for shorter periods, turn thermostat on water heater to lowest setting.

**ADDITIONAL SAFETY SUGGESTIONS**

- Clean your dryer vent regularly, not only do clogged vents cost you unnecessary dollars in electricity, shorten the life of your dryer, but are a known FIRE HAZARD.**
- Change all water lines, washing machine, toilets and under sinks from rubber/plastic to the new braided supply lines. The rubber hoses are known to break under pressure and could cause THOUSANDS OF DOLLARS in damages.**
- If the main water shut off to your unit and to the water heater is plastic, it is highly recommend that you have them replaced with brass, it is common for the plastic shut off valves to fail and flood, not only your unit but units next door and below.**
- Have your A/C unit serviced before you leave, check the condensation lines for any clogs, small critters, bugs and dirt are notorious for clogging condensation lines which in turn backs up unto the A/C unit. Not only will it flood your Condo and others around you but is likely to cause mold to form inside moist walls floor and ceilings.**
- See to it that your Management Company has a working key to your unit. Even if you have someone watching your condo, when an emergency arises, time is of the essence. Without a key we would have two choices, either call a locksmith, AT YOUR EXPENSE, which could run as much as \$200.00 in an emergency situation or, if we don't have time to wait for a locksmith, break down the door AT YOUR EXPENSE, which would cost several hundred dollars.**
- The average life span of a hot water heater is 10 years; our buildings are there now, you may want to consider replacing yours in the near future.**

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