

Condo Closing Checklist

Water System:

1. Turn off the main water supply valve.
2. Turn off hot and cold water valves to washer.
3. Turn off water valves to dishwasher and ice maker – valves should be under kitchen sink.
4. Turn off water valves to all bathroom toilet tanks.
5. Open kitchen hot and cold water faucets to relieve water pressure and assure you have turned off the proper supply line. Close the faucets securely when the water pressure is relieved.

Electric Power:

1. Unplug power and TV cables to all TVs, VCRs, DVRs, Modems.
2. Unplug power to all small appliances – radios, coffee makers, toasters, microwaves, etc.
3. Unplug the power line to the Water Heater
4. DO NOT turn off circuit breakers to air conditioning system.

Kitchen:

1. Adjust refrigerator to economy setting and clean inside.
2. Flush disposal with clean water and pour ½ cup with cooking oil into unit.
3. Pour ½ cup vinegar into dishwasher.
4. Securely seal any remaining food.

Furnace and Air Conditioning Room:

1. Replace filter in air conditioner.
2. Set thermostat and/or humidistat to 75 degrees.

Bathrooms:

1. Clean toilet, add a cup of Clorox and seal toilet with Saran Wrap.

Miscellaneous:

1. Remove all live plants from rooms and lanais.
2. Stow lanai furniture in unit and secure shutters, if any.
3. Set all fans in OFF position.
4. Close and lock all sliding glass doors and lanai door.
5. Close vertical blinds and / or drapes.

Notify Island Management (239) 472-5020 with your emergency contact information