

## Closing our Florida House

### Early Preparation

- |               |                          |   |                          |  |
|---------------|--------------------------|---|--------------------------|--|
| Newspaper     | <input type="checkbox"/> | cancel newspapers                           |                          |  |
| Mail          | <input type="checkbox"/> | arrange for Post Office to forward mail     |                          |  |
| Utilities     | <input type="checkbox"/> | drop US long distance plan                  |                          |  |
|               | <input type="checkbox"/> | put Comcast on vacation pause               |                          |  |
| House sitting | <input type="checkbox"/> | confirm check in visits with homewatch firm | <input type="checkbox"/> | provide neighbors with contact details |
|               | <input type="checkbox"/> | arrange hurricane shutter installation      | <input type="checkbox"/> | change thermostat batteries            |
| Plants        | <input type="checkbox"/> | give to friends                             | <input type="checkbox"/> | spread fertilizer, pesticides outside  |
| Outdoors      | <input type="checkbox"/> | prune shrubs                                | <input type="checkbox"/> | clean and move BBQ to garage           |
| Garage        | <input type="checkbox"/> | empty attic and move items inside           | <input type="checkbox"/> | clean garbage pails / blue boxes       |
|               | <input type="checkbox"/> | check garage for items to move inside       | <input type="checkbox"/> | change vacuum cleaner bag              |
|               | <input type="checkbox"/> | drain propane tanks                         |                          |  |
| Misc          | <input type="checkbox"/> | notify Brinks / Broadview Security          | <input type="checkbox"/> | replace air filter                     |
|               | <input type="checkbox"/> | buy 3 spare air filters for air conditioner | <input type="checkbox"/> | check air conditioner drain / pan      |
|               | <input type="checkbox"/> | backup computer                             | <input type="checkbox"/> | clean dryer air filter                 |
|               | <input type="checkbox"/> | deposit adequate funds in bank              |                          |  |

### Final Preparation (afternoon before leaving)

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|---------------|--------------------------|--|--------------------------|---|
| Windows       | <input type="checkbox"/> | close all shutters, blinds, curtains     | <input type="checkbox"/> | lock all windows                          |
| Refrigerator  | <input type="checkbox"/> | throw out perishables                    | <input type="checkbox"/> | turn off ice maker, empty ice             |
|               | <input type="checkbox"/> | put water jugs in the freezer            |                          |   |
| Cupboards     | <input type="checkbox"/> | throw out perishables                    | <input type="checkbox"/> | clean all shelves                         |
|               | <input type="checkbox"/> | put bottles, cans on cardboard trays     | <input type="checkbox"/> | tighten all bottle caps                   |
|               | <input type="checkbox"/> | put spices in plastic bags, refrigerate  | <input type="checkbox"/> | seal flour, etc.                          |
| Outdoors      | <input type="checkbox"/> | move lanai furniture indoors             | <input type="checkbox"/> | move Brinks sign into garage              |
| Appliances    | <input type="checkbox"/> | clean oven, dishwasher, washer           | <input type="checkbox"/> | empty dryer lint trap                     |
|               | <input type="checkbox"/> | clean toaster oven, other appliances     |                          |   |
| Miscellaneous | <input type="checkbox"/> | consider light timers                    | <input type="checkbox"/> | remove and plug computer ink              |
|               | <input type="checkbox"/> | photograph clothes to be left in Florida | <input type="checkbox"/> | video record house interior for insurance |

### Last Steps (as leaving)

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|------------------|--------------------------|--|--------------------------|--|
| Doors            | <input type="checkbox"/> | lock and bar both sliding doors                  | <input type="checkbox"/> | open interior doors and cupboards          |
| Furniture        | <input type="checkbox"/> | cover upholstery with sheets                     | <input type="checkbox"/> | clean furniture                            |
| Clothes Cupboard | <input type="checkbox"/> | place dehumidifier buckets in cupboards          | <input type="checkbox"/> | space out clothes                          |
| Power            | <input type="checkbox"/> | turn lights out, check timers                    | <input type="checkbox"/> | remove batteries from remotes, flashlights |
|                  | <input type="checkbox"/> | unplug clocks, lamps, toaster oven               | <input type="checkbox"/> | unplug computer and TV power bars          |
|                  | <input type="checkbox"/> | turn off unneeded circuit breakers               | <input type="checkbox"/> | disconnect phones from wall                |
| Water            | <input type="checkbox"/> | turn off hot water heater element                | <input type="checkbox"/> | run hot water in both bathroom             |
|                  | <input type="checkbox"/> | turn off water to washing machine                | <input type="checkbox"/> | turn off both outside faucets              |
|                  | <input type="checkbox"/> | turn off water at the meter (homewatch will run) |                          |  |
| Furnace          | <input type="checkbox"/> | set temperature at 80 degrees                    | <input type="checkbox"/> | set humidistat to 60 percent               |
| Miscellaneous    | <input type="checkbox"/> | empty all garbage cans in house                  | <input type="checkbox"/> | put cooking oil in garburator              |
|                  | <input type="checkbox"/> | wash / dry shower walls                          | <input type="checkbox"/> | dispose of garbage                         |
|                  | <input type="checkbox"/> | leave dishwasher door open (use towel)           | <input type="checkbox"/> | lock door from garage to house             |
|                  | <input type="checkbox"/> | walk around yard looking for missed items        | <input type="checkbox"/> | disconnect garage door opener              |
|                  | <input type="checkbox"/> | set out recycling and garbage                    | <input type="checkbox"/> | arm Brinks / Broadview Security alarm      |