



Hawaiian Gardens

Phase VII

Lauderdale Lakes, Florida

Condo Closing Procedure

- 1- Give the supervision of the condo to a trusted person
- 2- Empty the garbage cans and make sure that no perishable food remains in the pantry or in the refrigerator
- 3- Unplug the refrigerator if necessary and use a towel or two to keep the doors between open
- 4- Leave the cabinet doors between open so that the air can circulate
- 5- Leave the dishwasher door open
- 6- Pour half a cup of vegetable oil into the food grinder
- 7- Clean the oven
- 8- Clean the toaster, making sure that no bread crumbs remains inside and if possible store it in an airtight bag
- 9- Put your spice in the microwave oven or in the oven
- 10- Close all 4 main valves in the unit :
 - Under the kitchen sink (1)
 - Under the both bathroom cabinet (2-3)
 - On top on the heat water tank located in the closet of the main bedroom (4)
- 11- Pour about ¼ cup of Pine Soil or bleach in each sinks, in the kitchen sink as well as in the drain of the bath and lightly rinse the excess
- 12- Close the drain sinks, sinks, baths and showers using the existing plugs, or using rubber washers or duct tape
- 13- Pour no more than 2 to 3 ounces of bleach into the tank and the toilet bowl. Too much bleach could damage porcelain
- 14- Wrap with an adherent film such as: Saranwrap, Press'n Seal, Stretch-Tite by installing the film directly on the tank (under the lid) of the toilet and the bowl (seat up)

- 15- Place the laundry products (soap, fabric softener) in a plastic bin, taking care to slightly unscrew the caps and place them in the tub as a precaution
- 16- Place the humidity sensors (DampRid) in a plastic container and/or in the bathtub
- 17- Remove the bath mats, the shower curtain and the soap bottle holders
- 18- Lock the two locks of each exterior entrance door
- 19- Lock all the windows and, if necessary, add security latches. It discourages burglars
- 20- Closed all curtains
- 21- Install protective sheets to cover the beds as well as on the armchairs in the living room
- 22- Protect the lampshades from dust
- 23- Move living room furniture about 6 inches away from the walls to allow air circulation
- 24- Close the circuit breakers in the electrical panel for unused devices
- 25- Remove the batteries from the remote controls of televisions, cordless telephones and the chime (doorbell)
- 26- Replace the batteries of the air conditioning thermostat to ensure that it works during an extended absence (as a precaution, leave spare batteries)
- 27- Adjust, during a prolonged absence, the air conditioning thermostat to 80°F for the temperature, the humidity control to 55 degrees and ensure that the ventilation (fan) is in the automatic position. (darkness, heat and humidity are the ideal components to generate mould, fungus and bad smells)
- 28- Replace the ventilation system filter
- 29- Put 3 "pan-tablets pills" in the pan of the air conditioner so that the drain is kept in good condition
- 30- Remove exterior screen nets to prevent them from being broken
- 31- Remove the clock, the fan blades, the pictures on the wall as well as the tables, chairs from the Florida room
- 32- Install the locks to ensure that the patio door is closed securely
- 33- Empty the vacuum cleaner and unplug it
- 34- Check if you have forgotten anything, such as: money, jewelry, passport, driver's license, medication and medical prescription, cell phone, computer, etc.

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