

UNIT SHUT DOWN CHECKLIST

Kitchen

1. Shut the main water supply off under the sink.
2. Unplug coffee pot, toaster, and refrigerator, microwave, radio, and television. (Put towels in the door of the refrigerator so the doors stay open 2 or 3 inches.
3. Run the garbage disposal and spray with WD40.

Living Room

1. Unplug internet router, TV, and cable box.

Hallway

1. Shutoff circuit breakers for water heater, stove, dishwasher, and the refrigerator.

Bathrooms

1. Put bleach in the toilet bowls and tank. Cover both with cellophane.

Additional notes:

1. Lock all doors and windows.
2. Notify home post office at least two weeks in advance to hold your mail. Stop you mail in Florida and have it forwarded.
3. Stop newspaper here and start back home if applicable.
4. Have telephone service disconnected or put on summer service.
5. This would also be a good time to have your A/C checked and serviced. A/C drain cleaned with bleach.
6. Remove any front door mats and/or decorations.