

## Closing our Florida House

### Early Preparation

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

### 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<br><input type="checkbox"/> put water jugs in the freezer  | <input type="checkbox"/> turn off ice maker, empty ice  |
| Cupboards     | <input type="checkbox"/> throw out perishables<br><input type="checkbox"/> put bottles, cans on cardboard trays<br><input type="checkbox"/> put spices in plastic bags, refrigerate | <input type="checkbox"/> clean all shelves<br><input type="checkbox"/> tighten all bottle caps<br><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<br><input type="checkbox"/> clean toaster oven, other appliances  | <input type="checkbox"/> empty dryer lint trap  |
| Miscellaneous | <input type="checkbox"/> consider light timers<br><input type="checkbox"/> photograph clothes to be left in Florida   | <input type="checkbox"/> remove and plug computer ink<br><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<br><input type="checkbox"/> unplug clocks, lamps, toaster oven<br><input type="checkbox"/> turn off unneeded circuit breakers  | <input type="checkbox"/> remove batteries from remotes, flashlights<br><input type="checkbox"/> unplug computer and TV power bars<br><input type="checkbox"/> disconnect phones from wall  |
| Water            | <input type="checkbox"/> turn off hot water heater element<br><input type="checkbox"/> turn off water to washing machine<br><input type="checkbox"/> turn off water at the meter (homewatch will run)   | <input type="checkbox"/> run hot water in both bathroom<br><input type="checkbox"/> turn off both outside faucets  |
| 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<br><input type="checkbox"/> wash / dry shower walls<br><input type="checkbox"/> leave dishwasher door open (use towel)<br><input type="checkbox"/> walk around yard looking for missed items<br><input type="checkbox"/> set out recycling and garbage | <input type="checkbox"/> put cooking oil in garburator<br><input type="checkbox"/> dispose of garbage<br><input type="checkbox"/> lock door from garage to house<br><input type="checkbox"/> disconnect garage door opener<br><input type="checkbox"/> arm Brinks / Broadview Security alarm |