

APARTMENT CLOSE UP PROCEDURES

Each summer many residents leave Bayshore for cooler climates or long vacations and trips; with the prospect of a more severe than average hurricane season on the horizon, the following suggestions are offered in order to help safeguard your unit, its contents, and that of your neighbors' while you are absent.

- Turn off the water to all sinks. The shutoffs are located beneath each of the sinks. Immediately notify the office of any leaks in the shutoff valves.
- Turn off the water to your water heater. The shutoff is located near or on the heater.
- Turn off the electricity to the water heater. The switch is located in the breaker panel in your apartment.
- Turn off the water to the toilet(s) tank. The shutoff is below the tank.
- Flush the toilet after turning off the water to empty the tank.
- Turn the air conditioner up to 82 degrees. This is adequate for humidity control.
- Empty the refrigerator of all perishables and turn the temperature to a lower setting. Leave the refrigerator on and closed.
- Remove any food items in the cabinets, drawers, or closets which might spoil or attract vermin.
- Dump all trash receptacles.
- Be sure that no appliance is accidentally left on.
- Shut and lock all windows and sliding doors. Locking is particularly important for lower level apartments.
- Close all storm shutters.
- Light timers...Residents occupying the lower floors might consider placing one light on a timer for the duration of their absence in order to deter break-ins.
- Be sure you have a fresh battery in your smoke detector.
- Remove everything (furniture, plants, and other loose items) from the balcony.
- Stop newspaper and mail deliveries.
- Be sure the office has a spare key on file for your apartment.
- If you leave your vehicle, notify the office and be sure they have access to a key so that it can be moved in the event of an emergency.
- Turn off all lights and lock the door on your way out of your apartment.

Sometime prior to leaving, notify the office of the approximate dates you plan to leave and return, and provide them with a phone number at which you can be reached in case of an emergency. A sign-out log is provided for this purpose in the office.

The office will be happy to provide you with assistance in locating the turn off water shutoffs and breakers should you need it. 386-255-3686