

Winterizing/Absence Checklist

Whether this is your first or 20th winter away from your condo, whether you will be gone two weeks or six months, please consider using the following checklist:

- Complete the “Extended Absence Form” (available at the association website- <http://wwpines.net/index.php/forms>), listing a local contact person who has a key if the board should need emergency access to your condo. This contact person should agree to make regular inspections of your condo to assure you all is as you left it. Deliver the completed form to the Waterway Pines Association Secretary.
- By November 1, your deck and patio should be cleared of all furniture and other items, everything except a grill. Also, all boats and kayaks should be in storage.
- Winterize your outside faucets by turning off the shut-off valve in your utility room, opening the faucet to drain any residual water, and then closing the faucet. This will protect your water lines from freezing.
- Turn off “Your Unit Shut Off Valve” in the utility room. This turns off the water supply to your condo. **Do Not** turn off the “Master Building Water Shut Off Valve”, if you have this, as this valve supplies water to your neighbors as well. Only one unit per building has this valve.
- Turn down the thermostat to your furnace to 50-55 degrees to maintain some heat in your condo to prevent freezing of water lines.
- Adjust your furnace damper from “A/C” to “Heat”, turn on the water supply to the humidifier, and turn on your humidifier to “35-40” to allow some humidity in your condo. Do not set higher as this will put too much humidity in your condo and cause condensation on your windows, causing mold and rot of the window frames.
- Turn your water heater control to the “Vacation” or “Low” setting to reduce costs and use of natural gas.
- Notify the Post Office and newspaper delivery services of a delivery hold or forwarding address information.
- Lock all windows and doors, including slider doors and garage service door.