

# **SUGGESTED UNIT SHUTDOWN GUIDELINES**

If your unit is to become vacant for any length of time, there are certain guidelines recommended to be followed to maintain the safety and mold-free environment of your unit and that of your building neighbors. **If you have ever returned to your unit and found a mold and dampness take-over, you can appreciate the importance of this reminder!**

After careful study and years of experience, the Board recommends adhering to the following checklist before you leave:

1. Change the filter in the AC handler.
2. Pour a cup of bleach in the condense pipe by the AC handler every 6 months.
3. Turn your thermostat to 78 degrees and the humidistat to 60.
4. Check your hot water for leaks and turn off the corresponding circuit breaker.
5. Clean the toilet bowls. Pour a cup of bleach in each one. Cover the bowl with plastic wrap to reduce evaporation from the bowl.
6. Pour a cup of bleach in each sink, bathtub and shower drain.
7. Shut off the water main valve for your unit.
8. Open closet doors and slightly open all drawers and cupboard doors to allow circulation and prevent mold.
9. Prop dishwasher open.
10. Personal preference – you may decide to totally empty your refrigerator and freezer when leaving. We lost power for 5 days during Hurricane Ian and had to clean spoiled and thawed food from several units.
11. Remove all items from the doorway outside your unit. Doormats are a great place for dampness and mold growth.
12. Remove all items including bicycles, furniture, decorations, plants, planters and plant benches from any entryways, doorways, exposed balconies and lanais.
13. Our Board should have a key to your unit in case of emergencies. If you are gone for extended periods, it is suggested that you have a friend, or a commercial service check your unit periodically and notify the Villages Association who that person might be for emergency contact purposes.