



CALAIS

END OF SEASON CHECK LIST

1)	Turn off water supply to your unit at the main valve and your washing machine	
2)	Set your air conditioner and humidistat according to instructions	
3)	Lock all windows and doors	
4)	Remove lanai furniture, plants and personal items and store INSIDE unit or storage room	
5)	Remove personal items, art, pictures, floor/door mats, plants, sculptures and store INSIDE	
6)	Lower hurricane shutters or screens if you have them	
7)	Empty refrigerator and freezer secure all meat in sealed garbage bags	
8)	Remove all perishable items including open cereal boxes etc.....	
9)	Unplug or turn off breaker to hot water heater	
10)	Disconnect all cables including power to television	
11)	Manually lock automatic garage doors if applicable	
12)	Arrange for home watch, have home watch check unit once per week Give name and number of home watch to Calais Office	
13)	Remind home watch if they turn on water to turn it off when they leave	
14)	Disconnect or suspend phone service if applicable	
15)	Cancel or suspend newspaper delivery	
16)	Forward mail	
17)	Make sure Calais office and Seacrest have correct North address and phone numbers	
18)	Make sure Calais has key to your unit in case access is needed	
19)	If leaving vehicle onsite make sure keys are accessible in case car needs to be moved	
20)	MAKE SURE TO TURN WATER OFF IN 2 PLACES (SEE ITEM 1)	

**IF PERSONAL ITEMS ARE LEFT OUTSIDE THEY WILL BE THROWN AWAY
CALAIS STAFF WILL NOT HAVE TIME TO PUT AWAY IN CASE OF EMERGENCY**