



The Shores of Port Clinton Condominium Association



Winterization

While McCord Services will be available to monitor Units during extreme temperatures and weather, it remains the responsibility of the owners to be sure their Unit is winterized according to protocol. If your Unit is Occupied during the Winter season you **MUST** re-winterize upon exiting. If it is discovered that your Unit was not winterized, and that work needs to be done, it is likely that a charge will be assessed for that extra service.

Winterization Procedure

NON-OCCUPIED UNITS:

1. Maintain heat at 55 degrees throughout Unit.
2. Shut off the water supply under the kitchen sink.
3. Open all faucets in the kitchen and bathroom.
4. Open all cabinets doors in the kitchen and bathroom.
5. Open utility closet door.
6. Make sure all windows are closed and locked.
7. Leave all doors open between rooms; leave closet doors open.
8. Drain down toilet. Flush toilet after water has been turned off to drain.
9. Pour RV Antifreeze into all drains and toilet.

OCCUPIED UNITS:

1. Keep heat on in all rooms. Never shut off the heat. If leaving, notify Property Management about your absence so the Unit can be checked in severe weather conditions.
2. When the wind chill drops to 0 degrees Fahrenheit, turn cold water on to a small steady stream, or turn water off at main water supply and open faucets, open kitchen and bathroom cabinets.
3. Make sure all windows are closed and locked.
4. Leave all doors open between rooms.
5. Contact Property Management immediately if you notice freezing water lines.

If leaving for more than 24 hours, please follow Winterization Procedures for NON-OCCUPIED Units.

**DIRECT ANY COMMUNICATIONS TO:
MCCORDS MANAGEMENT SERVICES
419-734-7007**