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GENERAL CLOSING TASKS- ALL WILL BE DONE BY PHIL

1. Water supply will be turned off
2. Water heater circuit breaker will be turned off
3. A/C will be Turned to desired temperature (76,77,78 suggested)
4. All toilet bowls will be prepared with bleach and sealed with stretch-tite plastic food wrap
5. All window coverings will be CLOSED.
6. Ice maker will be turned off and Dump ice
7. Close ALL drains
8. Closets will be left opened (air circulation)
9. Unplug all appliances

WEEKLY DUTIES

•Verify 1-9 in Closing Tasks
•VERIFIED TEMPERATURE
As well as.....

1. Check front hall closet ceiling for any moisture or water stains. Replace DampRid as necessary-usually every two months
2. Check living room ceiling for any moisture or water stains. Check living room windows for any leakage.
3. Check lanais ceiling for any moisture or water stains. Check all lanais windows for leakage.
4. Check den (office) ceiling for any moisture or water stains. Check den window for leakage.
5. Check master bedroom ceiling for any moisture or water stains. Check master bedroom windows for leakage.
6. Check walk-in closet ceiling for moisture or water stains. Replace DampRid as necessary-usually every two months.
7. Check master bedroom washroom ceiling for moisture or water stains. Check under both sinks for any water leakage.
8. Check back hall ceiling for any moisture or water stains. Check broom closet ceiling for any moisture or water stains.
9. Check the Air Conditioning Closet ceiling for moisture and water stains. Check for water on the floor. Once monthly instill vinegar into the Air Conditioning Unit. The FILTER should be replaced every 3-4 months
10. Check linen closet ceiling for moisture or water stains.
11. Check the small bathroom ceiling for any moisture or water stains. Check under the sink for any water leakage.
12. Check second bedroom ceiling for any moisture or water stains. Check the window for any leakage. Check the second bedroom closet ceiling for any moisture or water stains. Replace the DampRid as necessary-usually every two months.
13. Check the kitchen ceiling and washing machine closet for any moisture or water stains. Check the patio door windows and the window above the sink for any leakage. Check under the sink for any water leakage.
14. Check dining room ceiling for any moisture or water stains. Check dining room window for any leakage.

Few important notes:

***VERY IMPORTANT- Have you're air conditioning company in for annual maintenance before you leave for the Summer! most important is having drain line cleaned out & Freon checked to make sure it is full.**

***Leave spare key at guard gate on Linton Blvd.
(Nobody can get the key unless the gate is email by owner)**

***Add my name to the security guards as your current house checker/sitter.**

***Leave extra Damp Rid for me to change when filled with moisture. (preferred damp rid would be the one that hangs in closet- 2 boxes)**

***Leave 2 new air conditioning filters for me to change in the off season.**

***Leave gallon vinegar or gallon bleach & funnel near A/C so I can pour 1 cup down drain line monthly.**

WHEN YOU LEAVE OR RETURN HERE TO FLORIDA

– Here are a few things I may be able to help with.

If it is just a quick meet and greet there is no charge.

If there is a wait time for any contractor we will have to agree on an hourly rate

***meet car carrier (departure/arrival)**

***meet cleaning company (arrival)**

***meet cable company**

***meet A/C company**

***pick up groceries upon arrival**

***pick up or drop off @ ANY airports (additional charges apply)**

***Measurements or Videos of home**

MY INFORMATION

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