

House Close Checklist

Interior:

Kitchen:

- Refrigerator/Freezer operational/Filters up to date
- Ice machines checked weekly and emptied

Plumbing:

- Water heater put on Vacation Mode
- Recirculating pumps turned off

Electric/Gas

- All pilot lights out if necessary

HVAC

- Air left on COOL and 76 degrees
- Humidistats set to OFF position

Exterior:

- All outdoor furniture cleaned and placed on plastic in garage
- All cushions professionally cleaned and placed on plastic and stored in air conditioned space
- Tiki torches, pots and other outdoor décor safely stored in garage
- All fountains checked and cleaned (weekly)
- Pool heater off (checked monthly)
- Grill cleaned and covered
- Pool heater covered with bungee and tarps

Golf cart:

- Shut down – put in tow. Water levels checked monthly. Put on charger.

Cars:

- Washed, fueled and backed in to garage
- Taken for maintenance if necessary and if requested

Boats, Jetskis, Dock:

- Jet skis covered and stored
- Ladders set in UP position. Equipment checked and secure.

On request:

- Rugs and carpets cleaned / Marble floors cleaned and honed
- Alarm operational and set (if requested). All doors secure and locked.**

Note:

- Cars and golf carts are exercised bi-weekly