



1135 3rd Ave S. #003 Naples, FL 34102
Tel: 239-263-5834 Email: Manager@naplessquare3.com

DEPARTURE CHECK LIST

1. Clean all kitchen appliances with warm soapy water, rinse clear with clear water and importantly dry. Clean and unplug all small appliances. Remove all food from the refrigerator that will spoil. Empty the ice bin and place the ice maker on OFF.
2. Store flour, sugar, pasta or any dry foods in the refrigerator.
3. Make sure to clean around the door gasket in the dishwasher to remove any food particles that may cause mold. Leave the door unlatched to release pressure on the gasket.
4. Pour 1/8 cup of lemon or lime juice down the garbage disposal, followed by ¼ cup of corn oil and turn the disposal on for a few seconds, then add an additional cup of corn oil.
5. Turn off your MAIN water supply. Close the valve located in your mechanical closet. Place the circuit breaker for the hot water heater in the OFF position.
6. Turn off water supply to washer to prevent pressure damage to hoses.
7. Unplug all electronic equipment and computers.
8. Make sure your air conditioner is in working order. Thermostat should be set on “cool” between 76° - 78° and the fan setting should be set to “auto”.
9. Turn the indoor ceiling fans on low.
10. Add Clorox to the toilet bowls and cover with Saran Wrap. (This works well and keeps the water from evaporating).
11. **Remove all items from your balcony and lock all sliding glass doors. (We never know if a hurricane or tropical storm will visit us while you are away).**
12. If you are leaving a vehicle in the garage, please leave an extra set of car keys with the office.
13. Forward your mail and cancel your newspapers.
14. Important, please notify the Association office prior to departure.
15. It is recommended to instruct your Home Watch Service or Naples Representative to check your unit at least once per week.