

Suggested Closure Checklist to 'Summer-ize' your Home

Here are a few suggestions on how to get your unit ready for the long hot summer months ahead. Remember, careful planning and preparation now can help you avoid costly repairs when you return next season.

1. Check out at Administration Office:

- Check for keys, and list of whom can borrow keys.
- If you are having renters, ensure your Third-Party forms have been turned in AND paid for.
- Update your directory information: email, phone number, summer address.

2. Check out at Post Office – Fill out forwarding address forms if necessary.

3. Avoid water damage – inspect your outside main water supply fitting for signs of leaks and/or corrosion then turn off the valve – don't block or close your drains. This will allow water to run straight through the drains. If possible, padlock the shut off.

4. To keep your p-traps from drying out – pour in approximately one cup of mineral oil.

5. Turn off your hot water heater and run it until it is cool.

6. Clean your gutters so the rain water has a place to go and does not back up under the shingles and run into your unit.

7. If you DO NOT have low-e window, then put in silver shades to repel the summer heat.

If you have low-e Do NOT cover the windows with anything but pull the shades and curtains. Covering the window will cause damage to your window and glass.

8. Remove all fruit from your trees to avoid roof rats.

9. Check drainage around your unit to make sure the water drains away from the unit in case of a large monsoon rain. Maintenance has sand bags available for you to place around your ground level Arizona Rooms. Do Not leave anything of value or furniture on ground level. Put all furniture up on blocks or inside your unit. Make sure the weep holes in the block wall are free of plants and debris so water can drain.

10. Weed Control – use Ortho Ground Clear (without 2-4-d) to put on your yard to help maintain weed control in the summer. Also, you may want someone who stays in the park for the summer to check on your yard to see if it's effective after summer rains. Green Committee recommends any pre-emergent weed killer that does not have 2-4-d. They recommend you read the label especially the fine print.

11. Golf Carts – Disconnect the batteries. If possible, see if you can find someone to either store the cart for you or charge it once a month, fill it with water and run the cart a little monthly.
12. Do not store wood directly on the ground, under or around your unit as it will attract termites.
13. Replace batteries in the smoke detectors.
14. Check refrigerator – it should be defrosted, be cleaned (including bottom tray) and both refrigerator and freezer doors held open with folded bath towels. An alternate – put one cup uncooked ground coffee beans in refrigerator and close doors.
15. Check stove and oven – clean if needed.
16. Dispose of all food items, except spices. Place small amount of bay leaves in food cupboards.
17. Check all storage areas for perishables.
18. Store all cooking utensils and small appliances in cupboards as space permits.
19. Run garbage disposal until thoroughly clean. Pour ½ cup of mineral oil, flick on and off and add another ½ cup of mineral oil. Available at Wal-Mart and most drug stores. Or spray with WD-40.
20. Turn off water to the toilet. Flush toilet several times to clean drain of any solids. Sponge out most of the water in stool and pour in enough mineral oil to cover water. Leave water in the tank.
21. Make sure all bedding, towels and laundry are dry, clean, folded and stored in cupboards.
22. Disconnect small electrical appliances – TV, toaster, coffee maker, etc. Remove batteries from clocks, flashlights, remote controls, etc.
23. Lower any window awning on trailer, if applicable.
24. Turn off electricity at meter. You may lock electric pedestal door.
25. Check skirting openings to be sure they are in place and secure.
26. Pour a quart of RV antifreeze in dishwasher and clothes washer. Pour ½ cup in drain stand pipe behind clothes washer.
27. Close all propane gas cylinder valves tightly.
28. Cover TV, VCR, Computer, etc. with sheets or towels to prevent dust from infiltrating the working parts.

Have a Great Summer!

See you next Season!