



Vizcaya of Bradenton Condominium Association

6101 34th Street, West, Bldg. 34, Bradenton, FL 34210
Phone: 941-755-2082 • Fax: 941-727-8920

Suggested Unit Checklist for While You're Away for More than 7 Days (Adopted by the Board of Director on May 19, 2022)

Unit

- Shut off the main water line and check all faucets to ensure main line is fully closed. Contact any Maintenance Committee member if you have issues locating your main shut-off valve.
- Lock doors and windows, and make sure the office has a current key for your unit, including front door & screen door.
- Change the batteries in your smoke detectors. This is mandatory from Cedar Hammock Fire Rescue. It is also recommended to change the thermostat battery, if present, at this time.
- In laundry room turn off the water heater (turn switch to down position) and turn off breaker. Shut off water valve to the water heater.
- All patio furniture, plants, and loose items from outside your unit must be brought inside. This includes items off balconies, porches, privacy gardens and courtyards. Flying items may become projectiles during severe storms. Owners may be billed for their removal if these items are left in these areas during hurricane season.
- Turn off hot and cold-water valves to your clothes washer. Unplug washer and dryer, leaving cords on top of the machines. Be sure to close dryer door.
- Empty and shut off icemaker.

- Unplug major appliances and all electronic devices to protect from possible lightning damage. Note: if you have a Spectrum DVR unplugged for an extended period of time it may require an update upon your return. Call Spectrum service.
- Cover toilet bowls (not seats) with plastic wrap to prevent evaporation.
- Run garbage disposal with water running for 15 seconds – do not close drains.
- Place “damp-rid” containers in high humidity areas that have limited air circulation (such as closets) May be purchased at Home Depot or Amazon, and may help to prevent odors due to high humidity.

- Replace furnace filter

- Leave the dishwasher open a bit so all moisture can evaporate.
- Remove all perishable food from the refrigerator and remove all garbage and recycling from the condo
- Make sure the external dryer vent is unclogged, and the vent freely closes. This will



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prevent unwanted pests from entering your unit.

A/C Management to Prevent Mold and Save energy (this is copied directly from the Florida Power and Lighting website)

- a. Mold prevention
 - i. • For programmable thermostats: Set your A/C to run at 72 degrees for just two hours each morning before sunrise and at 88 degrees the rest of the time.
 - ii. • For non-programmable thermostats: Set your A/C to run at 80 degrees while you are away. If you live in a condo or apartment set your A/C at 77 degrees.
- b. • For maximum energy savings: Use dehumidifiers instead of air conditioning. Set dehumidifiers at 58 percent by sinks and showers, one for every 1,000 square feet. Be sure to place the dehumidifiers so the water runs into the drain.

Security

Secure your vehicle. If you are leaving a vehicle, leave a set of car keys, per the above form, in case of emergency.

Have a neighbor check your unit periodically. They may also perform light furnace maintenance such as replace the furnace filter and pour 6 oz of hydrogen peroxide solution down the AC drain tube, followed by a cup of water. Do not pour bleach down the AC drain tube as it is a corrosive and can slowly damage the AC unit. Pouring vinegar works for a while, but the mold and bacteria slowly build up a tolerance to the vinegar and eventually the drain will need to be deep cleaned. The neighbor should also periodically pour water down all water drains.

Office

Notify the office when you are leaving and verify your physical and email addresses, as well as phone number, while away.

Fill out the "While an Owner or Tenant is Away for 7 Days or More" form at the office, indicating who will be checking your unit.

General / Other

Forward US mail.

Power down electric bikes to 50-75% charge.

Fill vehicle with gas and add proper amount of stabil gas conditioner



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- Ensure DVR stops recording show series.
- Change Amazon and other shipping addresses
- Consider purchase of either an electronic thermostat or wifi enabled device for temperature and humidity monitoring and alerts.
- And, last but not least, unplug the iron.

We welcome your suggestions so we may improve this list.

Thank you,

The Vizcaya Maintenance Committee