

Leaving for the Summer?

1. TO AVOID MILDEW, SET YOU'RE A/C THERMOSTAT AT 78 F.
2. DO NOT TURN OF THE BREAKERS SWITCHES.
3. IF WATER CONTINUES TO RUN IN THE TOILET AFTER FLUSHING, REPLACE THE FLAPPER A.S.A.P. TO PREVENT FLOOD.
4. REMOVE ALL THE PERISHABLE FOOD FROM THE REFRIGERATOR.
5. TURN OFF FAUCETS TIGHTLY, IF THEY CONTINUE TO DRIP CALL TOTAL HVAC OR OUR OFFICE FOR REPAIR.
6. REMOVE INFLAMMABLE ITEMS FROM YOUR A/C UNIT. THE A/C CLOSET IN NOT FOR STORAGE. A/C UNIT DOORS MUST BE LOCKED. CHECK FOR LEAKS OR WETNESS BEFORE YOU LEAVE.
7. LEAVE A KEY WITH TRUSTED FRIEND TO PERIODICALLY CHECK YOUR APARTMENT AND A/C UNIT (OR TO RESET YOUR THERMOSTAT IN CASE OF A POWER FAILURE).
8. EMERGENCY CONTACT INFORMATION MUST BE IN THE OFFICE RECORDS.
9. THE OFFICE MUST HAVE AN EXTRA APARTMENT KEY IN CASE OF FIRE, FLOOD OR ANY EMERGENCY.
10. SEND AN AUTHORIZATION LETTER TO THE OFFICE IF ANY IMMEDIATE RELATIVE WILL BE OCCUPYING YOUR APARTMENT IN YOUR ABSENCE.
11. REMOVE EVERY ITEM AND ANY FURNITURE FROM YOUR TERRACE. HURRICANE SEASON STARTS JUNE 1ST AND ENDS NOVEMBER 30ST.
BE PREPARED!