



HARWOOD “B” CONDOMINIUM ASSOCIATION, INC. EXTENDED ABSENCE SAFETY & PREVENTION CHECKLIST

For Owners Leaving Their Unit for More Than 7 Days

To help prevent water damage, mold, excessive humidity, fire hazards, and other emergencies, owners who will be away for more than seven (7) consecutive days are strongly encouraged to complete the following precautions before leaving their unit.

For Owners Leaving Their Unit for More Than 30 Days

To help prevent water damage, mold, excessive humidity, fire hazards, and other emergencies, owners who will be away for more than seven (7) consecutive days are strongly encouraged to complete the following precautions before leaving their unit.

ABSENCE NOTIFICATION

- ☐ If you will be away for **one (1) week or longer**, notify the Building Captain before leaving or complete the **Extended Absence Notification Form** available on the Association’s website.
- ☐ Provide your anticipated departure and return dates, current contact information, and the name and telephone number of a local emergency contact or condo watcher.
- ☐ Notify the Building Captain or update the online form if your return date or emergency-contact information changes.

AIR CONDITIONING AND HUMIDITY

- ☐ Leave the air-conditioning system ON and set no higher than **78°F**.
- ☐ Set the thermostat fan to **AUTO**, not “ON.”
- ☐ Replace or clean the A/C filter before leaving.
- ☐ Make sure the condensate drain line is clear and the system is operating properly.
- ☐ If available, use a thermostat or humidity monitor that can send remote alerts.
- ☐ Leave interior doors open to promote air circulation.
- ☐ Leave closet doors and cabinets under sinks slightly open, where appropriate.

Never turn off the air-conditioning system while the unit is vacant. Florida’s heat and humidity can quickly lead to condensation, mildew, and mold.

WATER AND PLUMBING

- ☐ Shut off the main water-supply valve serving the unit, if accessible.
- ☐ Do not shut off or interfere with any fire-sprinkler line, common plumbing line, or Association-controlled system.
- ☐ Shut off the individual water valves to the washing machine, dishwasher, refrigerator ice maker, and toilets, where appropriate.
- ☐ Check all faucets, toilets, pipes, and connections for leaks before leaving.
- ☐ Turn off the electrical breaker or power supply to the water heater, if appropriate for the system and permitted by the manufacturer.

Important: When returning, restore the water supply slowly and confirm that the water heater is completely filled before restoring power to it.

ELECTRICAL AND FIRE SAFETY

- ☐ Unplug unnecessary appliances and electronic devices, including coffee makers, toasters, countertop appliances, chargers, and lamps.
- ☐ Do not disconnect power to the air-conditioning system, refrigerator, alarm system, smoke detectors, or other essential equipment.
- ☐ Check smoke and carbon-monoxide detectors and replace batteries as needed.
- ☐ Do not leave candles, combustible materials, or flammable products near heat sources.

WINDOWS, DOORS, AND EXTERIOR AREAS

- ☐ Close and securely lock all windows and exterior doors.
- ☐ Remove or securely store all loose exterior items.
- ☐ For ground-floor units, remove all furniture, decorations, plants, grills, and loose objects from the backyard patio and other exterior areas.
- ☐ Do NOT leave a hidden key outside the unit.

HURRICANE-SEASON PRECAUTIONS

Florida's hurricane season generally extends from **June 1 through November 30**. Owners who will be away during this period should make hurricane preparations before leaving.

- ☐ Please refer to the Association's **Hurricane Safety and Emergency Checklist** for complete preparation instructions.
- ☐ Arrange in advance for approved hurricane shutters or other permitted storm protection to be properly installed or secured when necessary.
- ☐ If shutters are not installed before departure, designate a trusted local person who is authorized and able to install or close them when a hurricane or tropical storm threatens.

- ☐ Confirm that all shutters and storm-protection systems comply with the Association's Governing Documents and applicable requirements.
- ☐ Do not tape windows. Tape does not provide adequate protection against hurricane-force winds or flying debris.
- ☐ Remove or securely store all patio furniture, plants, grills, decorations, bicycles, and other objects that could become **dangerous projectiles**.
- ☐ Close and lock all windows and doors, including sliding-glass doors.
- ☐ Do not leave shutters, tools, panels, ladders, or other hurricane materials in any Common Elements.
- ☐ Keep important insurance information, emergency contacts, photographs, and an inventory of personal property in a safe and accessible location.
- ☐ Confirm that your condominium insurance policy is active and includes appropriate coverage for wind, water, and personal property.
- ☐ Designate a local emergency contact or condo watcher who can inspect the unit after a storm and promptly report any damage, water intrusion, broken windows, or other unsafe conditions.
- ☐ Make sure the Association and Building Captain have current emergency-contact information.
- ☐ Never operate a generator, grill, or fuel-burning device inside the unit, or near doors, windows, or air-conditioning openings.

REFRIGERATOR AND FOOD

- ☐ Remove all perishable food and dispose of garbage before leaving.
- ☐ If the refrigerator will remain on, verify that it is operating properly.
- ☐ If the refrigerator will be turned off, empty and clean it, disconnect the power, and leave the doors partially open to prevent mold and odors.

UNIT MONITORING AND EMERGENCY ACCESS

- ☐ Designate a trusted local person or professional condo-watch service to inspect the unit regularly.
- ☐ Provide that person with access to the unit and clear emergency instructions.
- ☐ Arrange for periodic inspections of the A/C system, humidity levels, plumbing, electrical conditions, and signs of leaks or mold.
- ☐ Provide the Association with current emergency-contact information.
- ☐ Notify the Association immediately if the owner's mailing address, telephone number, email address, or emergency contact changes.
- ☐ Confirm that the Association or designated building representative has access to an emergency key, if required by the Governing Documents or Association policy.

ADDITIONAL PRECAUTIONS

- ☐ Stop or forward mail and arrange for packages and newspapers to be collected.
- ☐ Contact your cable and internet provider to ask whether your services can be placed on a seasonal hold and whether a reduced monthly rate is available during your absence.
- ☐ Confirm that property and condominium insurance coverage will remain in effect during the extended absence.
- ☐ Review the insurance policy for any vacancy, inspection, water-shutoff, or loss-prevention requirements.
- ☐ Consider installing water-leak detectors or an automatic water-shutoff device.
- ☐ Ensure that any vehicle left on the property is properly registered, insured, and parked in accordance with Association rules.