

Suggestions to Keep Your Condo Safe While on Vacation:

We have compiled a quick and easy checklist to follow to avoid any nasty surprises when you come back from vacation or any time away from home.

1) Ensure all doors are locked

- This goes without saying but ensure main door, terrace, balcony and/or side door(s) are closed and locked.



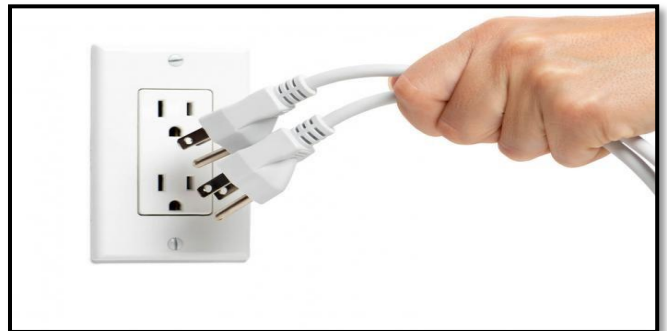
2) Windows and balcony door(s) are sealed and shut

- You want to make sure your windows are locked and sealed shut to keep cold air out in winter or losing the cool air in the summer. Closing your blinds offer an additional level of insulation, with the added benefit of making it less obvious that there's nobody home.



3) Unplug small appliances and electronic devices:

- Ensure your TV, computer, phone charger, small kitchen appliances, and other electronics are powered down and unplugged.



4) **Make sure smoke detector/carbon monoxide detectors are working properly**

- Smoke/Carbon Monoxide detectors should have the batteries replaced prior to you leaving for an extended period of time. Detectors tend to beep intermittently when batteries are running low. Beeping detectors can be an inconvenience for your neighbours.



5) **Turn off water valves**

- To prevent floods, turn off your water at each partition/shut off valve, located at your sinks, vanities, toilets and laundry machine.



6) **Ensure furnace is functioning properly**

- You want to make sure there's adequate heat which will prevent the pipes from freezing along with the drain pipes not being blocked and causing overflow.
- A minimum temperature should be maintained at all times.
- You should also ensure to have someone attend your unit on a regular basis to ensure the furnace is operating properly.



7) Ask a trusted friend or family to check in periodically

- Have someone stop by from time to time to check your unit. Ask them to run some water in all sinks, bathtub/shower and flush the toilets to avoid any foul smell coming from the drain.
- Ensure they shut off the water before they leave the unit (see section #5).
- Any damage to the unit should be brought to the attention of the management company.



8) Disconnect all alarm clocks

- Please ensure to unplug your alarm clocks or turn off all alarm clocks from buzzing in your absence. No one wants to hear your alarm going off every morning while you are away.



9) Home Safety Alarm

- Alert your alarm company. If you have an automatic security system in place, call your representative, advising them that you will be away for an extended period.
- Make sure the alarm is set properly when you leave, and that you have a designated person who can attend with all keys/fobs/codes if an event occurs.



10) Suspend mail, newspaper and all other deliveries

- An overflowing mailbox and a pile of newspapers are sure signs that no one's home. Arrange for someone else to pick it up for you or simply notify the company to stop the service for the time you will be away.
- You can also arrange with Canada Post to have your mail forwarded while you are away by visiting www.canadapost.ca



11) Snow shovelling

- If you have an open balcony/terrace/deck, snow should be removed away from the building to prevent melting snow from entering the unit and possibly damaging your unit, or others.



12) Take out the trash

- Take out any trash from the kitchen or anywhere else in the household to prevent foul odours leaking out to the hall or other areas of the building.



13) Food in the fridge

- Ensure to empty your fridge of any food that may spoil while you are away.
- A helpful trick to know if the power went out to an extended period of time, which would affect any food, especially in your freezer, is to place a coin on top of a cup of frozen water. Upon your return from vacation, if the coin is on the bottom of the cup, you will know that power was interrupted for an extended period and that you should discard any food, especially frozen food.



14) Inform CEPM Office of your absence

- Please inform the Central Erin Property Management that you will be away on vacation, so in case of emergency management can take appropriate actions in your absence.
- Ensure to inspect your premises upon your return and report any issues immediately to management.

