

Sandy Knoll Close Up

As of Sept. 2013

EXTERIOR/BASEMENT

1. Hang bicycles on hooks in basement (as many as possible). Helmets left in cubbies in bedroom entry.
2. Kayaks and paddles stored away. Life jackets on hooks.
3. Deck furniture to basement.
4. Grille cleaned out and stored in basement.
5. Garden hose and outdoor shower hose to basement.
6. Clothes pins to basement.
7. Clean dryer screen on exterior wall to right of garden hose.
8. Secure screen door on back of old house (facing road).

UTILITIES

1. Water heaters (one in each wing) turned off at breakers.
2. 208V electrical breakers to stove and space heaters turned off (leave pump breaker ON)
3. Washing machine shut off valve in OFF position.
4. Leave washing machine door ajar so it can dry out. Wipe out gasket in door opening.

KITCHEN-LIVING ROOM WING

1. All food removed from refrigerator and freezer.
2. Any food in pantry that could freeze over winter or attract bugs/mice removed.
3. Empty dish washer. Leave door open.
4. All shades lowered.
5. All windows and doors closed and locked (sometimes difficult to lock, so check)
6. Vacuum cleaner bag emptied and new bag installed.
7. Unplug all appliances (toaster, coffee maker, kettle, boom box, etc).
8. Unplug television and cable TV boxes.

BEDROOMS

1. All bedding washed and stored inside cubbies (nothing on top). Leave mattress pads/covers on beds.
2. All towels washed and stored inside cubbies
3. All skylights closed
4. All windows closed and locked (sometimes difficult to lock, so check)
5. All shades drawn.
6. All doors (2) locked.

FINAL

1. All lights off (check that exterior floods not on).
2. Keys returned to pump room, and door closed.
3. Basement door padlocked.
4. All trash/recycling taken to dump. No trash/recycling left in basement.
5. Beach and dump passes left on refrigerator for next season.
6. Turn off answering machine.
7. Schedule Michelliny to clean (bathrooms, kitchen, floors)