## TORTUGA CONDO OPENING SUGGESTIONS

Note: Each unit is unique, and each owner may have specific instructions. Follow the directions as indicated for YOUR unit. This is a suggested list and may not include all directions and procedures. Check with owners or the Tortuga manager if you have additional questions.

- 1. SIGN IN at "A" Building office. Get parking pass from office. All overnight guests must hang a guest pass in car. Park ONLY in assigned unit spaces.
- GARAGE DOOR OPENER location within unit.
- 3. ENTRY
  - -Keys
    - -Common key (Square key) for entry into buildings. Some units have key fobs which open doors to common areas.
    - Unit keys
    - mail box key (small key)
  - -Garage entry code
  - -Front entrance call button
    - -The Manager can program any phone number into system to receive front door calls which you can answer even when you are out of condo. After front door call, answer on your phone. When you press 1, the Lobby door is unlocked. Then hang up. This is helpful for deliveries and guests visiting.
- 4. WATER HEATER in utility room
  - -In utility room, turn on at Breaker Box and on Water Tank (Note: units may vary Follow unit instructions carefully.)
  - -Flip the double breaker switch then turn two (2) handles on top of water tank.
- 5. THERMOSTAT (if you have a HUMIDISTAT and don't use it)
  - -Check thermostat signal. Some are battery operated.
  - -Recommended fan setting is "auto"
    - -Set temperature to heat or cool.
  - -HUMIDISTAT "ON" is recommended. NOTE: Not all units have humidistats.

**IF** you use the humidistat, it should be set between 55% and 65% with the thermostat set at 72. The AC will only come on when the humidity demands it. If the thermostat is set too high, it may not turn the AC on to reduce the humidity.

#### 6. KITCHEN

- DISPOSAL. Some Tortuga pipes are older and unable to handle large amounts

- of food waste. Please do not place large quantities of food into the disposal. Place food waste into plastic trash bags (no loose items) and dispose of in the trash shoots located at the end of each walkway.
- -Ice Maker. Some refrigerators have ice makers. Check individual operating Instructions for operation.
- 7. Bathroom
  - \*\*\*\*DO NOT FLUSH WIPES\*\*\*\* Flush only toilet tissue down toilet. Baby diapers, wipes, personal hygiene products clog drainpipes.
- 8. LANAI BLINDS. Follow specific owner instructions for opening/closing of blinds.
- 9. TV and INTERNET usage.
  - -In Condo
    - -Network:
    - -Password:
  - "SiestaKey" is password to WIFI in "A" building
- 10. TRASH chutes are at the end of each floor. RECYCLE bins are in garage. All trash must be bagged before placing in trash chutes.
- 11. WASHERS (costs \$1, runs 30 minutes) and DRYERS (costs .75 cents, runs 40 minutes) are located in the lobby in buildings B & C and located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of "A" building. Coin operated on quarters (no Canadian quarters accepted). Provide your own laundry soaps and other additives.
- 12. READ Tortuga Rules and Regulations

Rules and Regulations can be found on the Tortuga Club website https://www.tortugabeach.org (under the section labeled Guests and Renters.)

## SEE TORTUGA RULES AND REGULATIONS FOR ADDITIONAL INFORMATION

https://www.tortugabeach.org/general-rules

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## TORTUGA CONDO CLOSING SUGGESTIONS

\*\*\*\*SHUT OFF WATER ON WATER TANK AND AT BREAKER BOX\*\*\*\*

\*\*\*DO NOT FLUSH WIPES IN TOILETS. ALL WIPES CAN CLOG OUR PIPES\*\*\*\*

- 1. Sign out at office in Building A.
- Consider engaging someone to check on your unit in your absence. Insurance policies require proof that someone is checking your unit. Not doing so may result in losing a claim.
- 3. Contact USPS to have your mail forwarded.

#### 4. Kitchen:

Discard all perishable food and ice. Wipe out refrigerator. Non-perishable foods can be left in the refrigerator but make sure you have at least an ice pack in the freezer and a bottle of water in the refrigerator as the appliance needs to refrigerate. The refrigerator should be set to normal. If you turn the refrigerator off, make sure the appliance s empty and the door is propped open to prevent mold.

Turn off icemaker. Wipe down kitchen. Leave dishwasher door open.

- 5. Bathrooms: Wipe down bathroom showers, vanity, floors. Consider placing ¼ cup bleach in each toilet and cover with plastic wrap. Leave shower doors open.
- 6. Vacuum and clean floors.
- 7. Remove batteries from clocks, flashlights to prevent corrosion.
- 8. Set Air conditioner to 77 degrees to help prevent mold and mildew. Leave humidistat "On" if you have one.
- 9. If you have an open balcony, please bring in all furniture and plants.
- 10. Close storm shutters if you have them.
- 11. Close and lock all sliders and windows. Lower Blinds.
- 12. Turn off all ceiling fans and lights.
- 13. Discard all trash.

# 14.\*\*\*\*SHUT OFF WATER ON WATER TANK AND AT BREAKER BOX\*\*\*\*

If you need assistance, please ask the manager. Water leakage can damage not just your unit but all the units below yours too.

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