

TORTUGA CLUB CLOSING UNIT AND HURRICANE PREPAREDNESS

******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 the office in Building A.
2. Designate a person or “home watch” company to check on your unit in your absence every two weeks. 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 the 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 is empty, and the door is propped open to prevent mold. Turn off the icemaker. Wipe down kitchen. Leave the dishwasher door slightly open.
5. Bathroom: Wipe down bathroom showers, vanity, floors. Consider placing ¼ cup bleach in each toilet and cover with plastic wrap (prevents bugs and rats). Leave shower doors open.
6. Vacuum and clean floors. Roll up rugs and move away from sliders. Push all furniture away window and sliders. It is strongly recommended that you utilize “PIGS” which lay against the bottom of the sliders. These “PIGS” were proven to minimize water intrusion. Placing “PIGS” on your windowsills will provide additional protection.
7. In-unit clothes dryer - clean lint trap, leave door open, unplug
8. Critical appliances/equipment (printers, TVs, wine fridge, etc.) - consider using power surge protector or unplug.
9. Remove batteries from clocks, flashlights to prevent corrosion.
10. Set Air conditioner to 77 degrees to help prevent mold and mildew. Leave humidistat “On” if you have one.
11. If you have an open balcony, please bring in all furniture and plants.
12. Front Door Entrance - remove door mats, dispose of all plants and bring in planters outside doors. Remove all door and outside wall hangings
13. Close storm shutters if you have them.

14. Close tightly and lock all sliders and windows. Leave blinds open 6" from the floor.

15. Turn off all ceiling fans and lights.

16. Recycling - discard in bins in garage.

Garbage- discard in chutes at end of each walkway (not in small garbage pail in garage)

17. Owner Parking Pass - leave in vehicle left in garage.

Garage Door Opener - leave in condo

18. Make sure your garage area is clean, tidy and your belongings are stored properly.

19. E-bike storage – if you leave your e-bikes in your unit or in the garage, **remove and unplug** the battery. The battery **cannot** be left on a charger, this is a fire hazard.

20. If you leave a vehicle on property, make sure the office has a key.

21. Penthouse Units: It is the owner's responsibility to remove all furniture, umbrellas, plants, etc. from your open lanai.

If a storm approaches and your belongings have not been removed, a fee will be charged for removal.

22. Owners are responsible for providing this document to any renters staying in their unit.

Note: Each unit is unique. This is a recommended list and does not include all directions and procedures.

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