



Checklists for Opening and Closing Your Home

Closing Up Checklist

We will come in after you have left and do the following:

Water

Flush toilets

Depressurize lines and turn off water main water supply valve to house.

Turn off washer hose valves.

Empty ice cubes and disable ice maker.

Switch OFF recirculating pumps.

Unplug water softener and set to "Bypass."

Shut off water to refrigerator at your discretion.

Gas & Electric

Refrigerator set to low or turned off with doors open.

Set garage door to vacation or lock or unplug.

Check thermostat setting and programming, if applicable.

Unplug all accessible and unnecessary electronic equipment, microwave, and night lights and "plug-in" scent burners.

Set water heater to Pilot or Vacation or shut off completely and unplug or turn off the circuit breaker.

Check that gas is off to dryer, kiva, BBQ and/or fireplace.

Irrigation

Check that the irrigation timer to summer setting.

Patio/Water Feature/Spa

Check patio for potential wind, bird or pest problems.

Security

Close and lock all windows and doors; lock door between the house and the garage.

Check settings on indoor light timers.

Check security system is set.

Miscellaneous

Check refrigerator for perishable items and discard.

Check that the trash has been removed.

Set window coverings to your specifications.

Open closet and cabinet doors for air circulation.

Fold and set aside throw rugs.

Opening Checklist

We will set up your home for a comfortable arrival.

Water

De-pressurize lines and turn on outside water valve.
Flush all water lines through faucets and toilets.
Turn on washing machine hose valves per your specifications.
Turn on water to refrigerator, if applicable, and start ice maker.
Turn on toilet valves
Switch on recirculating pumps and check timer setting.

Electrical

Plug in refrigerator, and set temperatures, close doors.
Unlock garage door.
Set thermostat to a comfortable setting and check that the A/C or heat is functioning properly.
Plug in appliances, electronic equipment and microwave.
Reset GFIs.

Gas

Set water heater to temperature of your specifications
Turn on gas to dryer.

Golf Cart

Check water levels and tire pressure and charge.

Irrigation

Leave note: *Your irrigation controller is currently set for:*

Miscellaneous

Check phones for dial tone.
Close all closet and cabinet doors.
Set window coverings as specified.
Check that clocks display the correct time.