



Things to do when leaving for the season

INSIDE YOUR UNIT:

- If you are leaving for an extended period, it's suggested that you arrange for someone to inspect your unit periodically to ensure there are no issues.
- Remove all perishables from your refrigerator/freezer before extended absences.
- Set your A/C thermostat to a level that will help conserve electricity while also maintaining appropriate humidity level.
 - Setting you're A/C to 78° or 80° will help conserve power consumption, but may not keep your humidity at a low enough level to prevent issues.
 - It is recommended that any frequent or extended "Snowbird" consider installing a **humidistat/thermostat** which will maintain a desired humidity and temperature. This device may actually save you more money than a traditional thermostat. You could go a step further and install a Wi-Fi model giving you the ability to fully monitor and reset your A/C while you are away.
- Turning off water supply valves to your unit can add peace of mind.
 - If you do this, consider covering toilets and sink/shower drains with plastic wrap to keep the traps "wet". The main shut-off valves are typically located under your A/C unit or in your laundry closet. If you cannot find your shut-off valve, feel free to contact the office and we will arrange to have someone show you where they are located. Always keep an eye on your toilet valves, as leaky toilets can cost hundreds of dollars a year in excess water consumption.
- Unplug all countertop appliances and other items that will not be in use while you are away.
 - You may wish to turn off unused circuit breakers when leaving. Although the circuit breaker is designed to cut power in the event of an electrical fault, this can reduce the remote risk of any shorts or power surges causing issues that the breaker may fail to address.
 - Ensure your smoke detector batteries have been changed in the past year. Annual replacement is recommended.
 - Remove all furniture and loose items from your balcony to prevent damage during high winds and hurricanes.

DON'T FORGET TO CONTACT THE MANAGEMENT OFFICE:

- Verify your emergency contact information with management office prior to leaving for extended periods.
 - Contact the Assistant Manager to verify all information is updated at **561-623-8100 ext 202** or via email at KimStevenson@fsresidential.com
- If you leave a vehicle in the garage, please leave a key with the management office or in a conspicuous location within your unit, so the vehicle can be moved if necessary.
- If guests are using your unit in your absence, they must be registered with the management office for them to have proper guest privileges.
 - This helps maintain an informed and safe environment here at CPST. Short term guests should use valet services for their vehicles.

MAIL/DELIVERY SERVICE:

- Speak with the receiving department and/or concierge to make arrangements for any packages or deliveries in your absence.
 - **Front desk** may be reached at **561-623-8100 ext 201**
 - **Receiving** may be reached at **561-623-8100 ext 205**
- Please notify the postal service to hold or forward your mail in your absence. **Per USPS** - any mail that has not been picked up for 4 days or if mailbox is full (whichever comes first), will be held at the Post Office for a period of 10 days. If mail is not claimed within 10 days, all mail will be returned to the senders.
- Please call to suspend any food or newspaper delivery.

