

The Royale Riviera, A Condominium
c/o Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960
Ph: (772) 569-9853; Fax: (772) 569-4300
<http://www.elliottmerrill.com/royaleriviera/>

Seasonal Resident Closing-Up Procedures

Before leaving your unit, please be sure to do the following:

1. In advance of your departure, inform Elliott Merrill (see address above) of your summer address and phone number(s), e-mail address and designate an alternate emergency contact person (giving the same information).
2. If you leave a vehicle on site at Royale Riviera, please let us know who can move it in your absence.
3. **BE CERTAIN THAT ALL STORM SHUTTERS ARE PROPERLY INSTALLED!**
4. **EMPTY YOUR REFRIGERATOR AND FREEZER OF ALL PERISHABLE FOOD!**
If you should later remember that you neglected this critical step, it is better to call Joe at the condo office than to risk the loss of power and the difficult cleanup.
5. **Shut off the water valve to the hot water heater.**
6. **Turn off the electrical breaker to the hot water heater.**
7. **Shut off water supply to toilets and sinks, including the kitchen** (This minimizes the possibility of leaks damaging your unit or the ones below).
8. **Cover toilet bowls with saran or cling wrap after adding 3 cups of bleach to each one.** This minimizes evaporation and discoloration.
9. **Turn A/C on, switch to "Automatic," and set the thermostat to your preferred setting; turn the humidistat to the mark setting you desire and write these settings on a card placed above your thermostat.**
10. **Kitchen sink disposal** - To lubricate and sanitize this appliance, pour 1 cup of lime juice or lemon juice in the disposal. Add 3 cups vegetable oil. Turn disposal on briefly. Add 1 cup more of oil.
11. **Remove all items from front walkways** (Furniture, plants, etc.)
12. **Close and lock all windows.**
13. **Close and lock all sliding glass doors.**
14. **Close all blinds and curtains.**
15. **Unplug all electrical appliances, as well as any TV's, that likely could be damaged by a power surge.**
16. **Surge protectors should be used at all times.**