



Vacation Checklist



At Least One Day Before You Leave

Arrange with a neighbor to pick up and hold your mail and newspapers so they do not pile up. If this is not possible, notify your news carrier and the post office to discontinue these deliveries.

Make arrangements to have grass cut and watered while you are gone. Have someone check daily to remove throwaway papers and circulars from your yard. If you have valuables in your home, take them to your bank for safekeeping in a safety deposit box. Deposit extra cash into your bank account.

Notify your local law enforcement agency about your departure and return dates. Provide a name and telephone number of a neighbor or relative in case of an emergency. (Please see the Security Check Request form)

Make sure any broken windows, door locks or window locks are repaired. Arrange with a neighbor or relative to watch your house. Let them know where and how you can be reached. Write their telephone number down so you can check with them during your trip.

Move all ladders, tools, lawn equipment, garbage cans and yard furniture to your garage or storage shed.

Make sure that your pet is taken care of. Make proper arrangements for their care.

On The Day You Leave

Unplug all electrical appliances such as radios, televisions, irons, washers and fans to prevent possible damage from electrical storms.

Set your thermostat so that your furnace or air conditioner will maintain a reasonable temperature – 80 degrees in the summer, 55 degrees in the winter. In the winter, make sure outside water taps are drained to prevent freezing.

Close your fireplace flue to prevent birds or animals from entering.

Make sure all gas appliances are in good working order and that the pilot lights are working.

Turn down the volume control of your telephone and answering machine so it cannot be heard from outside.

Close and lock all windows and sliding doors. Make sure that a “Charlie Bar” is secure on sliding doors, and that all screens or storm windows are locked or fastened.

Set your electrical timer to turn some lights on and off during the evening hours.

Make sure that your garage door is locked.

Make sure that the last person out locks the door. Take a final walk around the house to double check all doors and windows.

LASTLY, ENJOY YOUR TRIP!!!!