**Recommended Winterization Procedure For**

**Blue Water Condominiums**

**Non- Occupied Units**

1. Maintain thermostat at 60 degrees. Keep heat vents open in all rooms. Maintain heat in the garage to protect your water service.
2. **Turn off the water valve to your unit.** Blow water lines dry unless you plan to use your unit from time to time during the winter season.
3. Open all faucet valves.
4. Replace batteries in smoke detectors.
5. Turn off the circuit breaker to your electric water heater or turn your gas water heater to pilot.
6. Open all cabinets where water lines and drains are located. Open utility closet doors.
7. Make sure all windows are closed and locked.
8. Leave all doors open between rooms and leave closet doors open.
9. Drain toilet tank. (Flush toilet after the water has been turned off to drain the tank.)
10. Pour antifreeze into all drains, toilets, and toilet tanks.
11. Verify Property Management has **A KEY** to your unit for winter checks during dropping temperatures or emergencies.
12. Check and replace entry door and garage door insulation, if necessary, to reduce air infiltration.
13. Oil and adjust exterior locks. This may be required more than once with temperature changes.
14. Turn off refrigerator ice maker, and remove ice when shutting off water.

If someone is checking your unit periodically, be sure that the above items are completed. Failure to follow recommended procedures, could result in damage to other units, for which you could be held responsible.

**Contact Associated Property Management at (330) 722-3000 with any winter concerns.**

Unoccupied units during the winter, should be winterized.

Units occupied intermittently during winter, should shut off the water supply and turn off breaker to electric hot water tank of turn gas water heater to pilot **EACH TIME YOU LEAVE**.

**Recommendation only:** This document is purely a guideline to make an owners job simpler in determining what to do for winterization. It by no means constitutes complete instructions or mandates by the Blue Water Condominium Association. The Blue Water Condominium Association assumes no liability or risk if an owner follows it.