# **WINTER CLOSING PROCEDURES**

# **Townhouse Unit**

1. Turn off both water valves at the water meter in the basement.
2. Open outdoor hose connections (front & rear) to drain water. Disconnect any hoses and close outdoor valves.
3. Flush toilets and hold down flush valve until no more water will exit.
4. Open each sink and tub faucet to allow any residual water to drain; then close faucets.
5. Pour a few ounces of non-toxic antifreeze (available at any hardware store) into each sink drain, tub drain, and toilet bowl and tank. Do not use automotive antifreeze.
6. Turn off circuit breaker for the dryer, unplug the washer and verify that the washing machine water valve is off. If you turn off your refrigerator, be sure to leave the door ajar.
7. Set your thermostat at 50 degrees, with the control switch on “heat” and the fan switch on “auto”.
8. Open kitchen and bathroom sink cabinet doors to allow heat circulation.
9. Store trash containers in garage.