

Fiddler/Alden Truckee House Departure Checklist

- ✓ Wash and dry the sheets and towels you use. You can leave the dryer running when you go, but don't leave the washer running, and don't leave anything in it!
- ✓ Remake any bed you sleep in – there are clean sheets in the closet of each bedroom, or put the linens that you used and washed back on. The beds in the lefthand bedrooms (upstairs and down) are queens, the downstairs righthand bed is a full - linens are clearly marked. Each bedroom has its own linen color/pattern. There's a "map" of these above the dryer.
- ✓ TAKE all the food you brought. Leave no leftovers, etc.
- ✓ Wipe down the counters and wash dishes.
- ✓ DO NOT leave dishes in the dish washer.
- ✓ Take trash and recycling out to the enclosure at end of driveway.
- ✓ If you have used the hot tub make sure you have put in chemicals and latched and locked the cover per instructions.
- ✓ Close and lock all windows and doors.
- ✓ Set thermostat to 50 degrees, leave in "heat" mode
- ✓ Turn off any appliances you've used
 - Coffee machine rocker switch on lower left side
 - Turn off humidifiers (upstairs and down)
 - Turn off printer
- ✓ **In winter** (October - May) there are some additional items. Do them in this order. These items are especially critical - expensive damage can result if they are not done.
 1. Turn water off, by turning the t-bar under the kitchen sink 90° clockwise.
 2. Turn all the faucets in the house slightly on (sinks and tubs, upstairs and down). They will run for a few seconds, then slow to a trickle or stop. If they continue to run, you didn't do #1 correctly.
 3. Flush each toilet, and then pour about 1 cup of antifreeze (located in the laundry room near the door to the garage) into the bowl and tank. Please let us know if you use the last of the antifreeze.