

## Snazzy Helpful Cottage Checklist

- 1. SHUT OFF THE WATER SUPPLY AND DRAIN THE PIPES** – Drain all of the pipes, bail out any reservoirs and allow the taps to ‘breathe’ by leaving them open over the winter unless you will be returning to the cottage frequently, then you may simply turn off the water supply upon departure.
- 2. UNPLUG ALL ELECTRICAL APPLIANCES** - In order to avoid any power surges and unwanted electricity bills, remove all plugs from their outlets.
- 3. CLEAN OUT ANY WOODBURNING UNITS** – Remove all ash and any unburned pieces of wood from the unit and close the damper flue in order to keep the weather (and critters) out of your cottage.
- 4. MAKE SURE THE KITCHEN IS SQUEAKY CLEAN** - In order to avoid visits from any four-legged friends, be sure to leave the kitchen clean and to remove any food. If you are to leave any dry goods up at the cottage, make sure to seal them in an airtight glass or metal containers.
- 5. REMOVE ALL GARBAGE** – Remove all garbage from the premises prior to your departure.
- 6. MOVE OUTDOOR ITEMS INSIDE FOR THE WINTER** – Canoes, barbecues, and patio furniture should be moved into a storage shed or the cottage itself in order to avoid weather damage and/or theft.
- 7. COVER ANY OPENINGS TO THE COTTAGE** – In order to prevent raccoons and other furry tenants from making your cottage their winter home, consider installing a cover over your chimney and any other openings such as the dryer flue or flashing seam, that might serve as a pathway into your cottage.
- 8. DISMOUNT DOCK** – In the winter months you may want to consider removing or dismantling your dock from the main dock or anchor it is attached to in order to protect it from any winter ice damage.
- 9. CONSIDER HIRING A LOCAL SNOW REMOVAL COMPANY** – In order to avoid excess accumulation of snow and ice on your cottage roof over the winter months.
- 10. CHECK ON THE COTTAGE** – Consider having someone check on the cottage periodically in order to ensure that all is in order. If something unfortunate has happened, from a fire, to a break-in, to a roof cave-in, the sooner you are made aware and can deal with the issue, the better.
- 11. MAKE SURE THE ALARM SYSTEM IS IN WORKING ORDER** – Have your alarm system company provide you with a code to run a false alarm. If using a smart phone with camera’s, make sure camera’s have a clear view of all buildings and are protected from the elements.
- 12. LOCK ALL WINDOWS AND DOORS** – avoid entry by unwanted trespasser in your absent.