

# Winterize Cottage Checklist

## ***Cleaning and Winter Maintenance:***

1. Take out Jet Ski, place on trailer, have winterized, place in garage, lock garage.
2. Take Jet Ski Rack from out of water, place on side of cottage.
3. Place Jet Ski Battery on trickle charger.
4. Cut grass, clean lawn mower, replace in basement.
5. Collect all outside items, place in basement.
6. Place protective cover over air conditioning unit on side of the cottage.
7. Clean every room in cottage thoroughly, leaving out no items, including vacuuming and cleaning.
8. Turn off and unplug all electrical appliances and outlet appendages in every room.
9. Drain and unplug water cooler.
10. Bring Deck Swing, Grill, flag, and floor mat from porch, into family room, then clean deck completely (see Photo 01).
11. Bag and remove all food stuffs from cottage, place bags on porch for exit.
12. Bag and remove all garbage/trash from cottage, place bags on porch for exit.
13. Remove all water bottles with water from cottage, place on porch for exit.
14. Clean out kitchen and basement refrigerator completely, unplug, and leave doors open.
15. Clean out basement freezer completely, unplug and leave door open.
16. Place Bounce dryer sheets liberally throughout every room.

## ***Water/Systems Shut Off:***

17. Turn off water main valve out front by sidewalk (see Photo 02)
17. Open all faucets and showers to drain water.
18. Flush all Toilets twice to drain water.
19. Turn off hot water heater power at electrical service entrance.
20. Hook up hose to hot water heater and drain into back yard.
21. Take out ceiling water pipe plug in downstairs bedroom, catching water in bucket (see Photo 03).
22. Place ceiling plug in nightstand for safe keeping.
23. Open and drain three faucets to right of work bench (see Photo 04).
24. Take out water pipe plug adjacent to hot water heater, catching water in bucket (see Photo 05).
25. Place hot water heater pipe plug on hot water heater.
26. Use siphon to completely drain toilets bowls and tanks.
27. Pour RV, non toxic, anti-freeze into toilets and their tanks.
28. Take out toilet bulbs and place cardboard under each flange.
29. Pour RV non toxic, anti-freeze into all sink and shower traps.
30. Run Windshield Washer Fluid through Washer Machine Rinse Cycle.
31. Turn off Water Hoses to Washer Machine, disconnect and drain into bucket (see Photo 06).
32. Open valve to outside water main relief pipe.
33. Take out outside water main pipe plug, on side of cottage, let drain (see Photo 07).
34. Place vasoline around water main pipe plug threads, and lightly replace after completely drained.
35. Take out filter from water main pipe, on side of cottage.
36. Close doors to every room.

## ***Final Steps:***

37. Inspect/police all rooms, turn off all lights.
38. Close and lock all doors.
39. Remove items from porch.
40. Drive home safely, happily return next season.

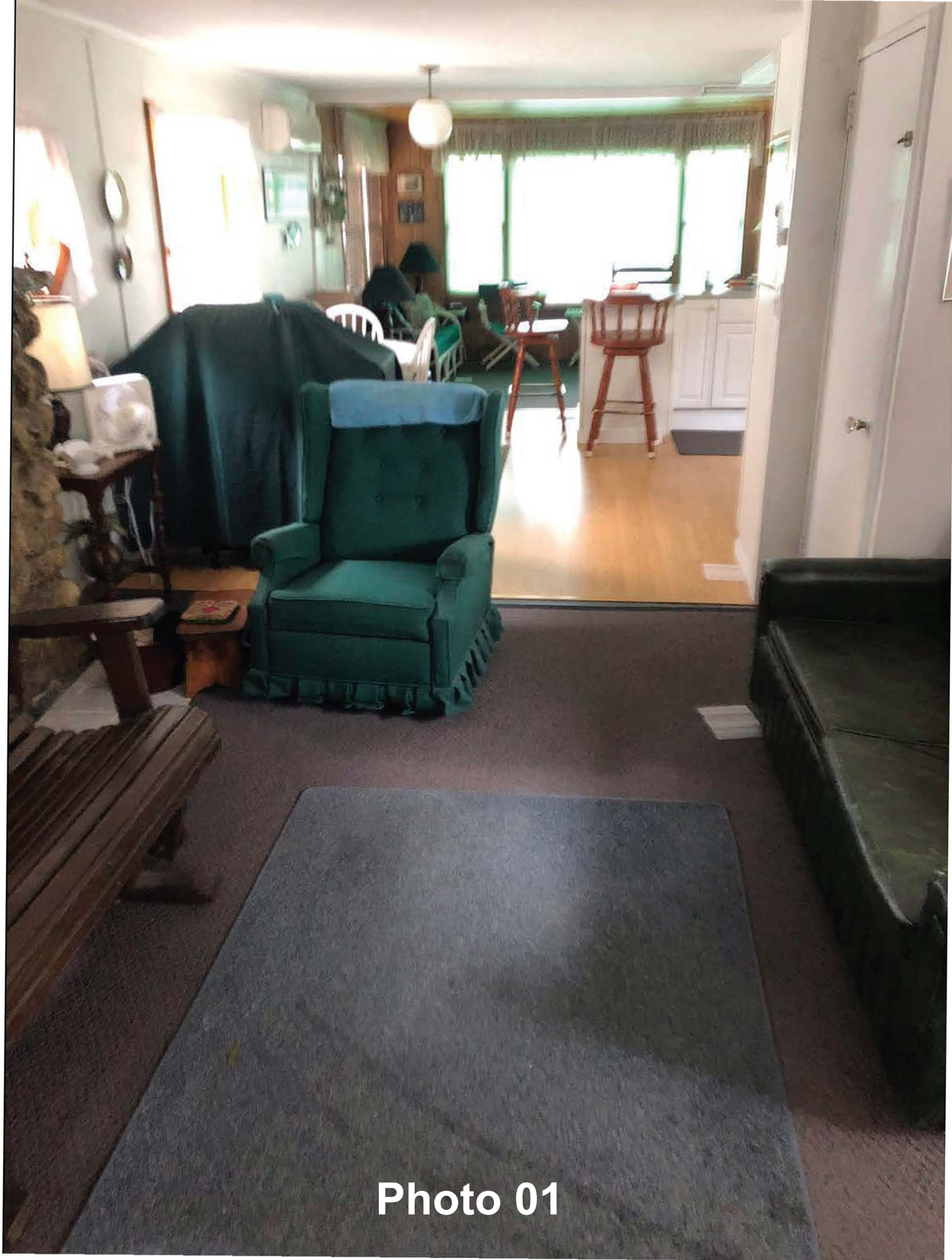


Photo 01





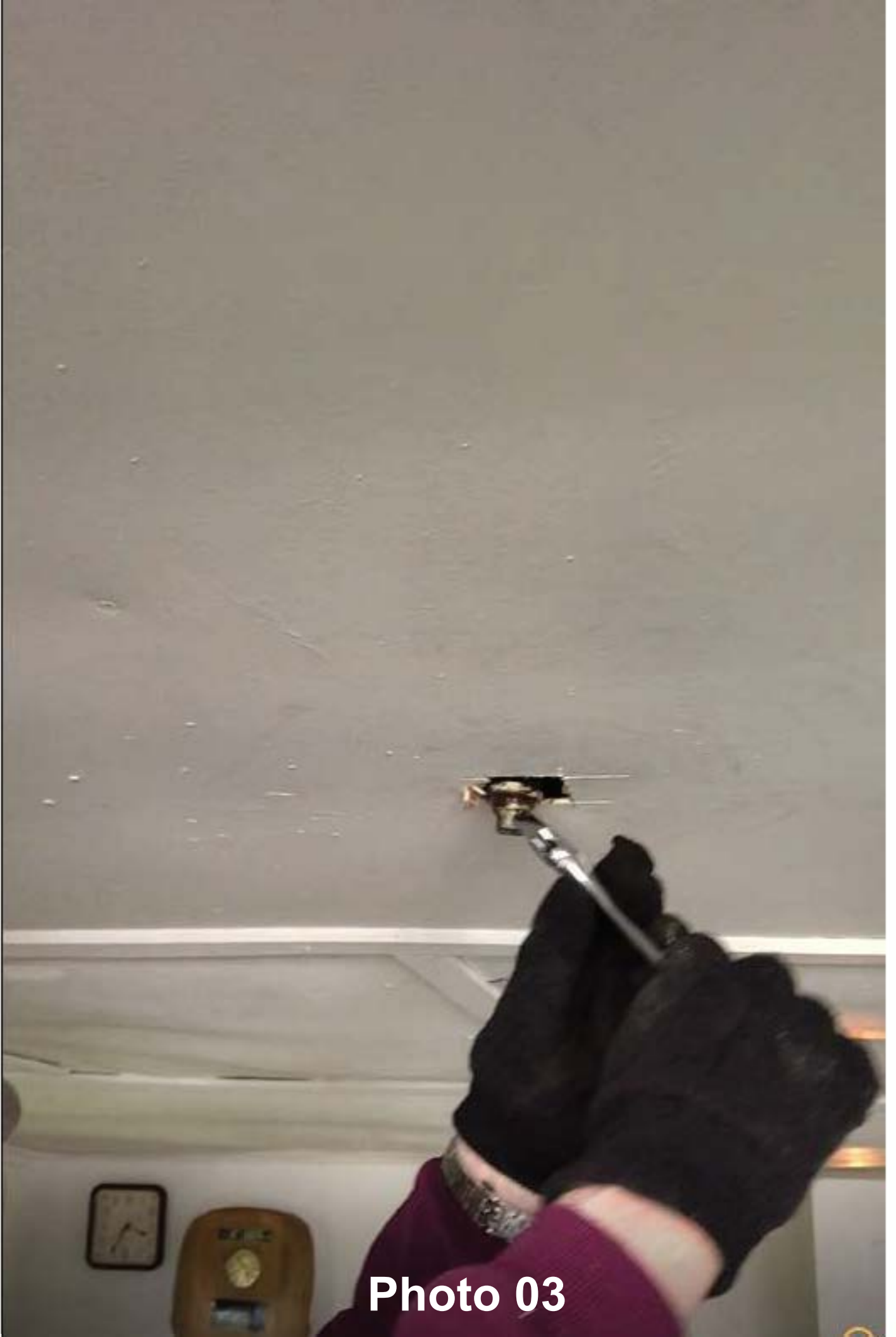
Photo 2A





Photo 2B

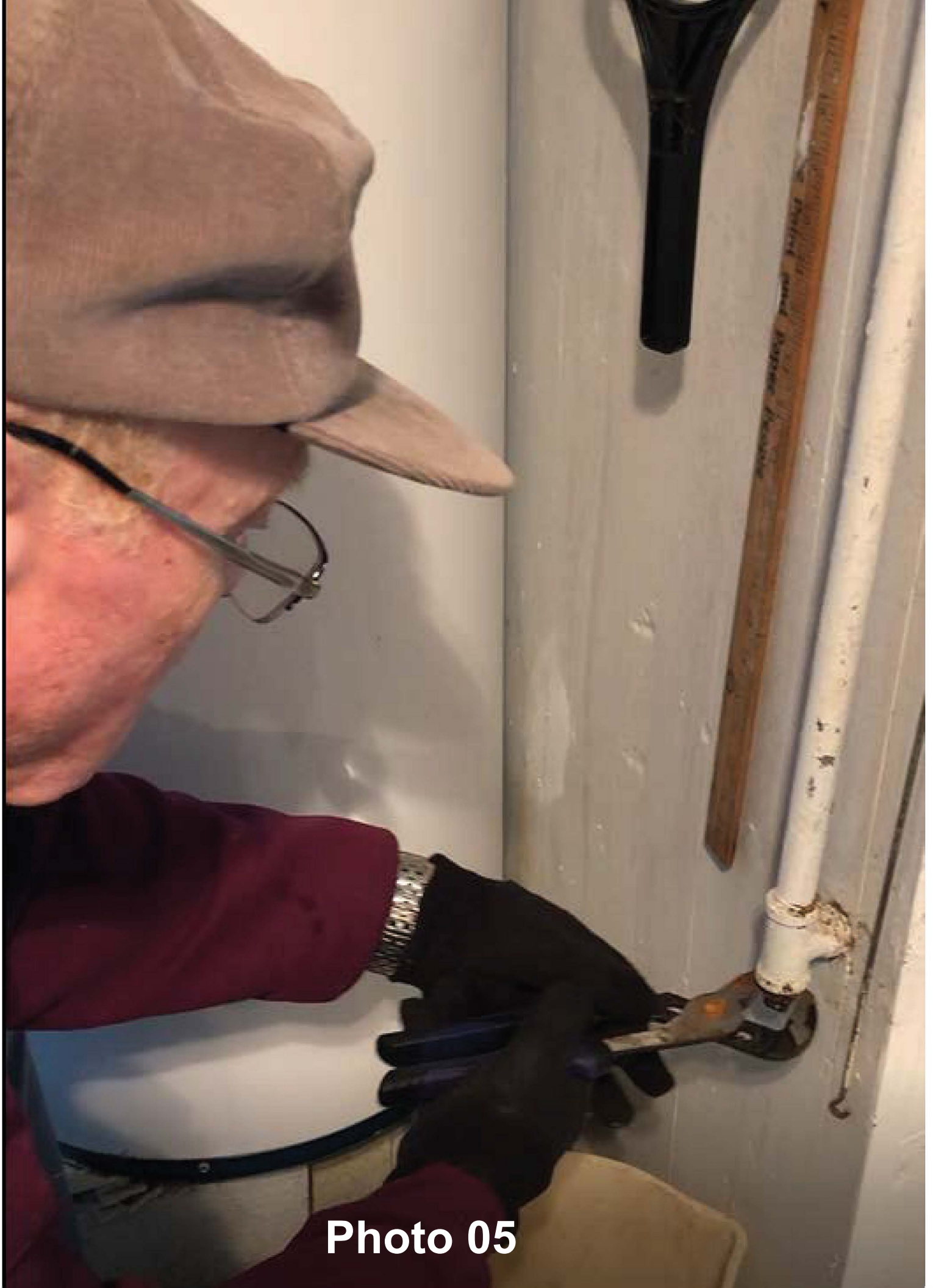




**Photo 03**



Photo 04



**Photo 05**





**Photo 06**





Photo 07

# Open Cottage Checklist

## ***Cleaning and Opening:***

1. Unlock door and enter cottage.
2. Clean Deck Completely, bring Deck Swing, Grill, flag, and floor mat from family room to porch.
3. Remove protective cover over air conditioning unit on side of the cottage.
4. Deliver all water bottles with water to cottage.
5. Fill and plug-in water cooler.
6. Plug in kitchen and basement refrigerator close doors.
7. Plug in basement freezer and close door.
8. Clean every room in cottage thoroughly, including vacuuming and cleaning.
9. Turn on and plug in all electrical appliances and outlet appendages in every room.
10. Collect and discard Bounce dryer sheets in every room.

## ***Water/Systems Shut Off:***

10. Turn on water main valve out front by sidewalk (see Photo 02)
11. Open valve to outside water main relief pipe.
12. Insert and tighten outside water main pipe plug, on side of cottage (see Photo 07).
13. Replace filter from water main pipe, on side of cottage.
14. Insert and tighten ceiling water pipe plug in downstairs bedroom (see Photo 03).
15. Close three faucets to right of work bench (see Photo 04).
16. Insert and tighten water pipe plug adjacent to hot water heater (see Photo 05).
17. Close bottom valve (where hose is connected to drain) on hot water heater.
18. Open all hot water valves to hot water heater to fill tank.
19. Connect and turn on Water Hoses to Washer Machine (see Photo 06).
20. Close all faucets and showers.
21. Replace toilet bulbs and remove cardboard under each flange.
22. Flush all Toilets twice to refill tanks.
23. Turn on hot water heater power at electrical service entrance (only after tank is filled).
24. Open doors to every room.

## ***Final Steps:***

25. Inspect/police all rooms.
26. Place Jet Ski Rack into water from side of cottage.
27. Take Jet Ski out from Garage, insert battery, have summerized, place back in garage, lock garage.
28. Cut grass, clean lawn mower, replace in basement.