

## STORM PREPERATION CHECKLIST (VERSION 2023)

**Some items may not be necessary depending on predicted storm severity. Storage locations of items have been found effective, but any suitable location is acceptable.**

### **PRE STORM**

- Remove coconuts from trees
- Ensure adequate generator fuel, have topped off if necessary
- Ensure golf cart is fully charged
- Place as many pool chairs as possible in pool house, place remaining in pump room
- Shut off gas to each grill and shut main supply valve on outside wall of east side of pool house
- Disconnect gas lines and place grills in the south storage locker room
- Take down clocks and signs on pool house walls and place inside pool house
- Remove and store tennis and pickle ball nets
- Place court benches in maintenance shop
- Place grill area, pool deck and garage trash cans in pump room.
- Strap beach walkway trash cans to railing or store in suitable location
- Strap smoking area ashtrays to table or store in suitable location
- Place lobby entry breezeway benches in the lobby
- Place newspaper box under lobby entry intercom and bench from south garage in pump room
- Place Social Room lanai furniture in Social Room
- Place courtyard tables and wall art in storage locker rooms
- Strap courtyard furniture to columns or place in maintenance shop
- Move potted plants outside the east wall of lobby into the courtyards and overwater all potted plants in courtyard and outside to maximize weight. Strap down exterior potted plants to railings if deemed necessary.
- Ensure all garbage dumpsters are in garage.
- Take down and secure American Flag
- Ensure roof access doors are securely latched and dead bolted and all first-floor doors are shut and latched.
- Ensure all unit lanai furniture is placed inside units
- Unplug ice machine and shut water supply valve in southeast corner of Pool House. Disconnect water supply line and drain line and place machine in Pool House or other suitable location.

## STORM PREPERATION CHECKLIST (VERSION 2023)

- Determine which units will be occupied and post outside office to assist emergency personnel if necessary.
- Ensure sufficient surge protected power strips are on hand for each emergency powered electrical outlet.
- Take videos of association property for use with potential insurance claims

### **IF POWER IS LOST**

- Ensure generator starts and is operating properly
- Periodically check fuel level in fuel storage tank outside generator room and day tank inside generator room. If day tank level becomes too low, the generator output breaker must be opened and generator shut down to prevent the need to prime the generator fuel system prior to restart after fuel delivery
- For a prolonged outage exceeding 24 hours, schedule fuel delivery. The generator has enough fuel to run for approximately 72 hours if full when power is lost.
- Open supply breakers for each unit in the electrical rooms to allow HVAC units to reset upon restoration of power
- Consider shutting down one elevator to conserve generator fuel

### **POST STORM**

- Conduct wellness check on all occupied units/owners
- Inspect grill gas supply lines and if undamaged, reconnect grills and open main gas supply valve to allow cooking if power remains out
- Inspect property for damage and perform mitigation efforts as possible including all unoccupied units
- Take videos of all damaged areas and promptly notify insurance carrier(s) of damages
- Send out a prompt communication to all owners regarding status of property and available communication methods and periodic updates thereafter

**STORM PREPERATION CHECKLIST  
(VERSION 2023)**

**For mandatory evacuation in which building must be shutdown, perform the following in the order listed:**

**1) Turn off power to each owner's unit by turning off breakers located in the electrical rooms on every other floor.**

**2) In Pump Room:**

- Turn #1 and #2 Cooling Tower pumps off with switches on control panels.
- Turn off all 3 domestic water pumps from control panels and turn breakers off on electrical panel east of control panels.
- Turn off Fire Jockey Pump by turning off breaker above pump.

**3) On Roof:**

- Turn off Cooling Tower Pump breaker #21 in electrical panel on wall by stairs to Elevator Room.
- Turn off Cooling Tower by turning breaker off at control panel up the stairs on north side of the Cooling Tower.
- Shut water off to Cooling Tower by closing valves in supply lines to tower.

**4) Bring both elevators to the 8<sup>th</sup> floor and place RUN/STOP switch in STOP using key in office key box.**

**5) In Generator Room:**

- Remove power from both elevators by turning off both elevator supply breakers from panel in southwest corner of room
- Turn off Diesel Generator by selecting off/stop on control panel and turn off output breaker located below control panel.

**6) In Pool House:**

- Turn off spa and both pool heaters from their control panels.
- Turn off all spa and pool pumps including chemical feeder pumps from electrical panel in southwest corner of Pool House.

**STORM PREPERATION CHECKLIST  
(VERSION 2023)**

**7) In Electrical Room:**

- Turn off House Power breakers HP1, HP2 and HP3 from panel in northeast corner of room.

**8) Water Supply Line:**

- Turn irrigation water off by shutting valve in utility pit by Collier Blvd. sidewalk north of the domestic and fire water supply lines. A special wrench is required which is typically in the back of the golf cart.
- If necessary, turn domestic water supply off at Collier Blvd main supply line by obtaining key from office to unlock and shut supply valve.

**9) Office:**

- Bring all computers, sensitive equipment and documents to upper floors.
- Building restoration should be done in the reverse order in which it was shut down. This should be a slow and methodical process to ensure no systems or equipment are damaged. Water lines, gas lines, sprinkler heads, elevators, generator, etc. should be inspected prior to and during restoration.

**NOTES**

1. Make arrangements with Gulfview to allow us to park vehicles in their parking garage if significant storm surge is predicted
2. How do we verify no food or ice was left in owners' refrigerators?
3. How do we ensure nothing was left on owners' lanais?
4. Need to replace elevator shaft vent louvers to prevent water intrusion. If not, need to shut down elevator that will have best chance of water intrusion based on predicted wind directions
5. Consider getting a larger diesel fuel storage tank. Current tank is 300 gal. Generator uses approximately 100 gal per day
6. Consider installing a natural gas generator to power Social Room and ice machine
7. Consider adding Social Room, water jockey pump and ice machine to current emergency powered circuits from diesel generator.