



# Vacation Check List

## 9-1-1 Emergency 9-1-1

## Non-emergency 847-866-5000



When planning a vacation, remember to take some extra precautions to protect your residence and property. A vacant house, or one that appears to be vacant, is a sure target for a burglar. By taking some extra steps prior to your vacation, you can minimize the stress related to leaving your home alone while you are away. Evanston's Crime Prevention Specialist has prepared an easy checklist for you to use.

CHECK OFF ITEM	IN THE WEEK BEFORE YOU LEAVE, DO THE FOLLOWING...	CONTACT NAME & NUMBER OR RESPONSIBLE PERSON
	Contact the Evanston Police Department and request a vacation house watch. Include alarm company information, vehicles expected to be at the residence and key holder name and numbers.	
	DO NOT HIDE A KEY IN A PLANTER OR MAILBOX OUTSIDE OF YOUR RESIDENCE. Use a lock box with a combination. Do NOT use your address or a partial phone number as a combination to your lock box.	
	Contact a <u>trusted</u> neighbor and see if they can pick up your newspapers and mail. They know the neighborhood the best and can identify suspicious persons better than a relative that does not live near-by. Do not stop the mail or newspapers; you do not know who works on the other end of the phone line.	
	Have any flyers or handouts removed on a daily basis that have been placed on your door or mailbox.	
	Contact a relative and have them check the interior of the residence. Make sure the alarm company has them on your key holder list. Have them change the timers, if on an extended vacation.	
	Place valuables in a safe (LOCK IT) or take them to the bank and place in your safety deposit box.	
	Make sure all windows, screens and doors are repaired and locks are in working order, including basement windows.	
	Check that basement window well covers are in working order and are locked	
	Check all window locks and install "Charlie Bar" or sliding door post across sliding glass doors (visual deterrent)	
	Schedule lawn maintenance in the summer and snow shoveling in the winter. Make sure the yard looks well maintained.	
	Remove all ladders from the exterior of the property or lock them up. They can be used to enter upper floors of the residence.	
	Place all tools, lawn mowers, grills and other small portable items inside your shed and the garage and then lock it.	
CHECK OFF ITEM	ON THE DAY YOU LEAVE, DO THE FOLLOWING...	CONTACT NAME & NUMBER OR RESPONSIBLE PERSON
	utilize timers throughout the residence. Set up timers on lights, radios and TV's	
	Leave window shades / blinds in the normal position. You want the home to appear to be lived in and you want the police to be able to see inside.	
	Make sure motion lights and exterior photocell lights are in working order	

	Remove garage door openers from vehicles and lock inside the house	
	Lock vehicle that are parked outside and in the garage	
	Unplug garage door opener or disengage overhead door. Put padlock in garage door track to stop the door from being lifted up manually.	
<b>CHECK OFF ITEM</b>	<b>ON THE DAY YOU LEAVE – MECHANICALS, ELECTRICAL &amp; OTHER</b>	<b>CONTACT NAME &amp; NUMBER OR RESPONSIBLE PERSON</b>
	Make sure outside landscape lights are in working order	
	Turn volume down on answering machine (if not voice mail) and volume on phone, to prevent intruder from hearing phone ring from outside of residence	
	Unplug electrical appliances, computers, power cords, to prevent damage from storm or electrical surge	
	Thermostat: Turn down air conditioner in summer and furnace in winter (above freezing to prevent pipes from breaking)	
	Check gas pilot lights to make sure they are working properly	
	Check shut off valves for water, turn off where possible to prevent flooding if a leak occurs	
	Close fireplace flue to prevent cool air from entering house in winter and birds and animals in summer	

**If you have any questions or comments, please feel free to contact Kerry Demski of the Evanston Police Department at (847) 866-5019.**



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