

Sample Comprehensive Edit

The following pages contain a mark-up of an original document describing the opening and closing procedures for a motor coach (mobile home). These files were given to me for comprehensive editing. I was also asked to proofread, copyedit, and otherwise prepare the document to be shared with the author's friends and family. The intent of the document is to provide instructions for guests to use the coach when the owners are not in residence.

- Comments in **red** are editorial suggestions to improve the organization and flow of information in the document.
- Comments in **blue** are the result of an interview with the author regarding updates to the process since the time he wrote the original draft.
- Identifying information has been blacked out to protect the privacy of the owners.

After I interviewed the author to understand the recent changes in the process and to discuss the comprehensive edit suggestions, I then prepared the final document. Steps in this final preparation included proofreading and copy editing, which were done electronically within Microsoft Word 2007.

Note that although the edit notes in this file were written by hand on a hardcopy of the document, I can also provide notes electronically within a Word or PDF file.

ADD INTRO: EXPLAIN THIS IS FOR VISITORS
ADD TABLE OF CONTENTS TO HELP READERS FIND INFO

1. FLORIDA OPENING PROCEDURES

These procedures do not have to be followed in the order presented. Those that are requisite to others will become apparent. The * items at the end are for start-of "season" opening only.

LIST 1-1
TYPICAL
OLDER
(WATER &
POWER LIST)

- [REDACTED] Park Management: [REDACTED] at the clubhouse in person or at [REDACTED] on arrival as soon as practical after arriving. Also, let them know the anticipated departure date.

NO LONGER OPEN ON WEEKENDS

MOVE "INFO" ITEMS TO A SEPARATE SECTION (*)

- * • [REDACTED] Park Speed Limit is 15 MPH. Traffic is one-way around the Lake, bear right.

- * • Pool hours for adults and children may differ. ^{SEE SIGNS} Showers at the pool are mandatory prior to swimming. Inquire at Park Office for specifics.

- * • Newspapers: Newspaper coin machines are located near the clubhouse at the shuffleboard courts.

Coach Keys:

- o A "hidden" key is located inside the utility shed, hanging from a nail in a 2" x 4" board above the light switch. It is "disguised" by other stuff hanging from the same nail.

Now: UTILITY KEY IN GARBAGE AREA. GET 1ST TO OPEN SHED

- Use this key to open the coach kitchen door. A complete set of keys for daily use is hanging from the cupboard wall just inside the door. These are keys that unlock/lock the following:

- ❖ Doorknobs on both the kitchen and Florida Room doors
- ❖ Florida Room deadbolt
- ❖ Utility shed.

COMBINED. NOW TWO KEYS

- o After retrieving the set of keys from inside the coach, return the hidden key to its place in the utility shed.

- o If, upon arrival, the hidden key is missing, obtain the "spare set" from next-door-neighbor, [REDACTED] (to the right facing the coach).

NEIGHBOR DIED - NO OTHER SPARE KEY

- Be sure to return these keys to [REDACTED] after retrieving the set of keys from inside the coach.

- o Make sure "hidden" key is stored back on the nail above the light switch in the utility room, "disguised" by hanging covering stuff on the same nail.

- * It's a "safe" neighborhood with neighbors on the watch but it's a good idea to lock the doorknobs whenever you're away ^{AT NIGHT}

MAKE ALL ENDING PUNCTUATION & BULLETS CONSISTENT FOR ALL LISTS

- Main Water Supply Valve (Located outside coach at rear, to the right of the air conditioning unit):

SAY WHERE IT IS FIRST, THEN WHAT TO DO WITH IT

- Turn "on" this main water supply valve by rotating the red valve handle until it is parallel to the water pipe.
 (Perpendicular (right angle) to the water pipe is the "off" position).

SUGGEST BOLD FOR COMMANDS & CAUTIONS ONLY

- Kitchen/Middle and Back Bathroom Sinks: Turn on both hot and cold water at the faucet to insure water flow and let water run 30+ seconds to flush the pipes.
 - Check under all sinks for leaks

ALSO, VALVES UNDER SINKS MIGHT BE OPEN OR CLOSED (CHECK)

USE NUMBERED LIST IF STEPS MUST BE DONE IN ORDER

- Air Conditioner/Heat/De-humidifier Control (Located on the hallway wall):
 - The Control will likely already be set to "Air Conditioning"
 - Set Thermostat to desired temperature. Recommended is 74-76 degrees F
 - Set Fan to "Auto"
 - Set Humidity to "Normal" ON
- If heat is needed:
- ❖ Set Control to "Off"
 - ❖ Wait 2 minutes: Set Control to "Heat"
 - ❖ Set heat temperature as desired: Recommended is 70 degrees F. or lower

- Power Panel Circuit Breakers (Located in compartment on back wall of walk-in closet in the back bedroom):

IMPORTANT: 1ST TURN ON HOT WATER TO FILL TANK

- Switch circuit breakers to "on" ("On" is toward vertical centerline of power panel) for the following:

- Refrigerator
- Dishwasher
- Stove
- Clothes Dryer
- Hot Water Heater
- UTILITIES

THESE ARE "ALL" TO TURN ON. "AC/HEAT" WILL ALREADY BE ON

CHECK FOR "THE" THROUGHOUT DOCUMENT

- Refrigerator: Check control dial to be sure it is set between 4 and 5. Close **THE** freezer and refrigerator doors. It will take about 2 hours to cool to 35 degrees F.
 - After about 12 hours, check temperatures on thermometers stored in refrigerator and freezer. Freezer should be 0-5 degrees F. Refrigerator should be 35 degrees F.

- Toilets: Remove kitchen plastic wrap from top of toilet bowls and discard. - FLUSH,

- OPEN VALVES IF NEEDED
- CHECK FOR LEAKS

- Plug in all electric clocks, radios/clock radios, including weather radio in middle bedroom on upright bureau, and electric blankets, if desired.

ADD
COLDNESS
PHONES

- **If disconnected electrical devices (e.g., alarm clocks, clock radios, weather radio) have back up batteries for power failures, re-install the batteries.**

- Plug-in Emergency Lights (located in the hallway and back bedroom): Switch them to "Auto". These can also
* function as flashlights when removed from the outlet and switched to the "On" position.

- Clothes Washer in Utility Shed: Plug in clothes washer in utility shed. Both cold and hot water valves are turned off when washer is not in use.

ADD HOW TO
TURN WATER
TO WASHER
ON

- * Clothes Dryer in Utility Shed: Clean lint filter after each use (~~located just inside the dryer door~~). ~~Re-install so wording "faces" outside.~~

Now ON
TOP OF
DRYER. NO
WORDS.

- * Dishwasher: ~~Already~~ set for normal temperature and drying cycle. Instructions for operating the dishwasher are in the notebook stored in the kitchen cabinet behind the wall telephone. Dishwasher detergent is located in the cabinet under the kitchen sink.

- Microwave: Plug in.

- Stove/Oven: ~~Already~~ for use. Pots are stored in pantry, bottom drawer of stove, or side cupboards.

- Toaster: Plug in.

- Televisions: Plug in and connect cable to TV in living room and TV in Florida Room.

→ FLORIDA ROOM
TV STORED IN
BACK BEDROOM -
MOVE TO WALL
MOUNT. HACK
UP BU-RAY/
DVD PLAYER,
TV & CABLE
REMOTES

- Furniture: Remove dust cover sheets and store in middle bedroom closet to be re-used upon departure. Move Florida Room cushions stored on living room sofa to chairs in the Florida Room

STORE DUST COVERS IN TRUNK
ALSO 2 LEATHER CHAIRS NOW

- Air Mattress: ~~Full-size~~ mattress is stored on the shelf in the rear bedroom walk-in closet.

- QUEEN (FOR SOFA) - MIDDLE CLOSET w/ BEDDING & PUMP
- 2 TWIN

- * Bed Linens/Portable Crib: Stored in the middle bedroom closet.

(OR USE
STRIP-VAC)

- Window Ventilation: Leave double hung window between interior of the coach and the Florida Room open approximately 2 inches. Open sliding glass door between coach and Florida Room. During the day, the interior of the Florida Room, which has reflective glass, is not visible from the outside, however, for privacy at night you may want to lower the inside window blinds.

- * • Cleaning Supplies:
 - o Vacuum cleaner, broom and dustpan are located in the hallway closet.
 - o Dust mop is stored in kitchen pantry. Cleaning products are under kitchen/bathroom sinks.

- * • Drinking Water: The water is supplied by the ██████████ County Water System and is entirely safe. However, it is chlorinated and not very tasty. You may prefer to purchase bottled spring water from Publix Grocery Store for drinking purposes. ~~There are times when the Park water is shut off for maintenance. Upon re-start, you may receive a hand delivered, type-written message to boil water for 72 hours.~~ *NOT DONE ANYMORE*

- The Street Captain for ██████████ ~~██████████~~ She is responsible for getting park-related information to the residents and can be consulted for general information and questions you might have. She or the office may have a copy of the current Lake Village Telephone Directory which might be helpful. *NO MORE ST. CAPTAIN*

- Other Contacts: ~~██████████~~ They are good friends and very willing to provide information, advice and assistance. *MUVED*

- * • Telephone Directories, Reference/Instruction Manuals, etc. are in the kitchen cupboard behind the wall telephone.

- * • Groceries/Etc.: There is a Publix Grocery Store and a CVS Drug Store located on Route 41 on the right just south of ██████████ Wal-Mart is on the right a few miles north on Route 41. *WALGREENS*

*EXPLAIN HOW TO GO NORTH/SOUTH FROM PARK * (RT / LEFT?)*

Restaurants: It's a good idea to make dining reservations at all restaurants unless you want to eat before 5:00 p.m. All but Rosebud's are open for lunch and dinner. Rosebud's opens at 4:00 p.m.

SUGGEST TABLE FORMAT NAME/LOCATION/COMMENTS FOR CLARITY AND TO EASE COMPARISONS

- o Saltwater Café, located in same complex with Publix
- o Ophelia's Pasta House, located in same complex with Publix
- o Rosebud's, located north on Rte. 41 on the right, more upscale
- o Left Coast Seafood, located south on By-Pass 41 on the left, ██████████ *ADD: - ALITA'S - CURRY - HOWIE'S*
- o Sharkey's On The Pier, Harbor Drive, ██████████ (very informal, plank tables, reasonably good food, noisy—great access to the ██████████ Pier which is popular for sightseeing and fishing).

- * • Maps: Local maps for ██████████ areas are located ~~in the top drawer of the upright dresser in the middle bedroom.~~

1- FLORIDA ROOM ALSO "DAY DRIVES" 1/2 "SITES" INFO

- Front Planter Area: Weed, prune, and water flowers and shrubs, as needed. Remove old/decayed plants and prune off any branches that rub or are close to rubbing against the coach.

VARIOUS NEW

5

- ~~Patio Chairs (2 aluminum framed with plastic "slates")~~ - Stored in the utility shed, upside down on the washer and dryer. When in residence, they can stay in the carport area.
PATIO
- Barbeque Grill: Stored in the utility shed. When in residence, it can stay in the carport area.
PATIO
 - **Make sure the propane tank valve is closed securely.**

FIRST MOVE
FENCE
SETUP TO
SPLIT PATIO
FROM
PARKING

- * • Three-wheeled Bicycle: Stored in the utility shed. When in residence, it can stay in the carport area.
- * • Two-wheeled Bicycles (2): Stored side-by-side in the living room in the space behind the reclining chairs. When in residence, they can stay in the carport area, using the combination cable to lock them up [REDACTED]
- * • Helmets: If use is desired, are stored on the shelf in the coach's hallway closet.
- * • Beach "Stuff": Beach chairs, mats, umbrella, etc., are stored in the utility shed, [REDACTED] Beach towels are in the middle bathroom closet.
- * • Trash/Garbage/Recycling: Use white kitchen garbage bags for daily collection. Store full bags in the black plastic bag inside the trash bin located across from the outside water faucet behind the compartment door on the left side of the utility shed. Store recyclables in blue and red plastic crates inside the utility shed until trash pick-up day:

- Pick-up day is Thursday and it could occur from 6:00 a.m. to early evening. It is best to put things out early morning to avoid the nighttime critters that WILL invade. Put all containers on the grass to the right of the driveway:
 - Put clean, recycled plastic, glass, metal cans, etc., in the blue plastic crate.
 - Put boxboard, newspapers, and magazines in red plastic crate.
 - Secure the cover and roll garbage/trash bin to this pickup place.
 - ~~Flattened large cardboard pieces, as well as larger metal and plastic items can be put out for pickup separate from the crates. Secure them so they don't blow away prior to pickup.~~

NO
LARGER
ALLOWED

- If you are unable to stay Thursday to return containers to the utility shed or if you are leaving between trash pickup days:
 - **Take all trash with you!!!!**
 - ~~It is OK to leave clean recyclables in the crates in the utility shed.~~

OK TO TAKE
TO WASTE
STATION NOW

MOVE DETAILS TO
"INFO" SECTION
BUT REINFORCE
TAKING TRASH WITH
YOU IN CLOSING
SECTION

↳ NO, TAKE WITH
YOU TOO

SUGGEST YOU PUT THESE INSTRUCTIONS WITH OTHER TASKS BECAUSE THEY NEED TO BE DONE TO OPEN. IF VISITOR ASKS TO USE COACH, WHEN YOU SEND THESE INSTRUCTIONS YOU CAN TELL THEM WHAT HAS ALREADY BEEN DONE BEGINNING OF SEASON OPENING PROCESS: 6

- * Clean roofline rain gutters on both sides of coach. / UTILITY SHED / CARPORT
- * Call Comcast / CABLE / INTERNET telephone company to re-activate service from vacation rate.
- * Call [REDACTED] Tribune to resume newspaper deliveries for length of stay.
- * Contact U. S. Postal Service [REDACTED] to resume mail deliveries.
- * Put up all awnings. Remove wing nuts on tie-down bolts, raise awning, put ends of support rods in brackets and install clovis pins (aluminum L-shaped pins) through the brackets and rods. It's helpful to jiggle the rods while simultaneously aligning the holes and pushing the clovis pins in. Clovis pins are stored in plastic zip lock bag hanging from the clothesline in utility shed.
- * Raising the large front awning on the Florida Room requires two people. Follow this specific procedure:

USE NUMBERED LIST
MOVE LOCATION/ RETRIEVAL TO 1ST STEP

Use two 1" x 2" wood furring strips stored in the utility shed to prop up both corners of the awning prior to re-installing the tubular supports. The furring strips are of different lengths due to the slope of the ground so be certain to check the labeling on the strips to position them correctly.

The top of the furring strips must be positioned in contact with the aluminum channel framework that runs along the entire length of the awning's front edge.

While one person acts as a spotter to insure one of the corner furring strips remains securely in place, the other person re-installs the tubular support rods beginning at the opposite end from where the spotter is located and continuing sequentially along the awning to the end supported by the other furring strip.

When all supports are re-installed, remove the furring strips. Re-store the furring strips in the utility shed.

USE NUMBERED LIST WITH PARALLEL COMMANDS

2. FLORIDA CLOSEDOWN PROCEDURES

LIST IN
TYPICAL
ORDER
(OPPOSITE
OF
OPENING?)
LAST: WATER
POWER
LOCK

These procedures do not have to be followed in the order presented. Those that are requisite to others will become apparent. The * items at the end are for end-of "season" closedown only.

- [REDACTED] Park Management: [REDACTED] at the clubhouse in person or at [REDACTED] of the anticipated departure time and date.
- Coach Keys:
 - If, upon arrival, the coach keys were obtained from next-door-neighbor, [REDACTED] (to the right facing the coach), be sure to return these keys to [REDACTED] upon departure.
 - Make sure "hidden" key is stored back on the nail above the light switch in the utility room, "disguised" by hanging covering stuff on the same nail.
- Front Planter Area: Weed, prune, and water flowers and shrubs. Remove old/decayed plants and prune off any branches that rub or are close to rubbing against the coach.
- Clothes Washer: Unplug clothes washer in utility shed and shut off both cold and hot water valves. ~~The electricity of the washer is on the same circuit as the utility shed and does not get shut off at the main power breaker panel.~~
- Patio Chairs (2 aluminum framed with plastic "slates"): Store in the utility shed, upside down on the washer and dryer.
- Barbeque Grill: Empty the grease drain cup, clean it and the grill before storing the barbeque grill in the utility shed.
 - **Make sure the propane tank valve is closed securely.**
- Three-wheeled Bicycle: Store in the utility shed.
- Two-wheeled Bicycles (2): Store side-by-side in the living room in the space behind the reclining chairs. To protect the carpet, put down the plastic tarp stored in the ~~middle bedroom closet~~ and place folded newspapers or magazines under the kickstands to prevent them from punching holes in the tarp.
- Carpets and Floors: Vacuum carpets throughout coach. The vacuum cleaner is located in the hallway closet. Dust mop, sweep, and/or wash kitchen and bathroom floors. Broom and dust mop are stored in ~~kitchen pantry~~. Cleaning products are under kitchen/ bathroom sinks.

NOT OPEN ON WEEKENDS

DIED

ALID UTILITY SHED KEY IS IN GARBAGE AREA

CHANGED

SCRAPE, HEAT TO BURN OFF, COOL

UTILITY SHED

HALL CLOSET

- Toilets: Clean and sanitize. Flush to fill with clean water. Add $\frac{1}{4}$ C ^{BLEACH 2} Clorox to toilet bowls. Cover bowls with kitchen plastic wrap to prevent water evaporation. Permanent magic marker an "X" on the plastic wrap surface to remind users to remove the plastic wrap prior to using the facility.
- Sinks/Bathtub/Shower:
 - Clean both bathroom sinks and close drains.
 - Clean both kitchen sinks and close drains.
 - Clean bathtub in middle bathroom and close drain.
 - Clean shower in back bathroom and put rubber cover over drain. STORED UNDER SINK
- Main Water Supply Valve (Located outside coach at rear, to the right of the air conditioning unit):
 - **Turn off this main water supply valve by rotating the red valve handle until it is perpendicular (right angle) to the water pipe.**
(Parallel to the water pipe is the "on" position).
- Furniture: Dust and remove all cushions from the Florida Room and store on the sofa in the living room. Cover the sofa and cushions with a bed sheet (located in the middle bedroom closet).
 - Dust and cover remaining chairs in living room, as well as dining room table and chairs, with bed sheets. w/ DUST COVERS IN TOTE
- Televisions: Unplug and uncable TV in living room and TV in Florida Room. MOVE FLORIDA ROOM TV TO BEDROOM ON STAND
- Unplug all electric blankets, electric clocks, radios/clock radios, including weather radio in middle bedroom on upright bureau.
 - **Do not unplug or remove back-up batteries from the Master (back) bedroom ~~telephone answering machine, cordless phone, or smoke alarm.~~** OK TO REMOVE FROM PHONE
 - **If disconnected electrical devices (e.g., alarm clocks, clock radios, weather radio) have back up batteries for power failures, remove the batteries and place them next to the device.**
- ^{un-plug} Plug-in Emergency Lights (located in the hallway and back bedroom): Switch them to "off".
- Window Ventilation: Open double hung window between interior of the coach and the Florida Room approximately 2 inches. Open sliding glass door between coach and Florida Room approximately 2 inches. Place the wood strip stored in the corner of the Florida Room in the bottom channel of the sliding glass door to prevent the door from opening any wider. This allows for ventilation of the Florida Room when the coach is not occupied. WINDOW ALREADY OPEN JUST CLOSE DOOR ALL THE WAY

USE
NUMBERED
LIST

- Air Conditioner/Heat/De-humidifier Control (Located on the hallway wall):
 - Set Control to "Air Conditioning" **COOL**
 - Set Thermostat to ~~80~~ degrees F **78**
 - Set Fan to "Auto"
 - Set Humidity to slightly below "Normal" **50% LINE**

- Dishwasher: Clean and pour two cups of water into the bottom. (This helps to keep the rubber gaskets/seals moist and flexible.)

- Close dishwasher door but do not lock it.

- Refrigerator: Empty and clean refrigerator and freezer. Prop open freezer and refrigerator doors.

(USE
TOWELS)

- Microwave: Unplug and clean.

TURN CONTROL
TO "OFF"

- Stove/Oven: Clean.

- Toaster: Unplug and clean.

- Clothes Dryer: Clean lint filter.

- * • Trash/Garbage/Recycling: Use white kitchen garbage bags for daily collection. Store full bags in the black plastic bag inside the trash bin located across from the outside water faucet behind the compartment door on the left side of the utility shed. Store recyclables in blue and red plastic crates inside the utility shed until trash pick-up day:

- Pick-up day is Thursday and it could occur from ^{7 AM} ~~6:00~~ a.m. to early evening. It is best to put things out early morning to avoid the nighttime critters that WILL invade. Put all containers on the grass to the right of the driveway:

- Put clean, recycled plastic, glass, metal cans, etc., in the blue plastic crate.
- Put boxboard, newspapers, and magazines in red plastic crate.
- Secure the cover and roll garbage/trash bin to this pickup place.

- ✓ Flattened large cardboard pieces, as well as larger metal and plastic items can be put out for pickup separate from the crates. Secure them so they don't blow away prior to pickup.

NOT
ALLOWED

REINFORCE IN
CLOSING SECTION
AND REFERENCE
IN "INFO" SECTION

- If you are unable to stay Thursday to return containers to the utility shed or if you are leaving between trash pickup days:
 - **Take all trash with you!!!!**
 - ~~It is OK to leave clean recyclables in the crates in the utility shed.~~

OK TO DROP
AT WASTE
STATION

- Power Panel Circuit Breakers (Located in compartment on back wall of walk-in closet in the back bedroom):

NO, TAKE IT
WITH YOU

○ Switch circuit breakers to "off" ("Off" is away from vertical centerline of power panel) for the following:

- Refrigerator
- Dishwasher
- Stove
- Clothes Dryer
- Hot Water Heater
- UTILITY SHED



TURN ALL OFF EXCEPT "AC/HEAT"

● Lock Doors: Make sure both exterior doors of the coach are locked, including the deadbolt in the Florida Room outside door.

DETAILS:

- LOCK FLORIDA ROOM FROM INSIDE
- HANG KEYS IN KITCHEN
- USE EXTRA KEY TO LOCK KITCHEN DOOR
- RETURN KEY TO UTILITY SHED
- LOCK UTILITY SHED
- RETURN KEY TO GARBAGE AREA
- CLOSE DOOR

SUGGEST YOU PUT THESE INSTRUCTIONS WITH OTHER TASKS BECAUSE THEY NEED TO BE DONE TO CLOSE. IF VISITOR IS NOT THE LAST ONE OF THE SEASON, WHEN YOU SEND INSTRUCTIONS YOU CAN TELL THEM WHAT THEY DON'T HAVE TO DO.

END-OF-"SEASON" CLOSE DOWN:

- * Clean roofline rain gutters on both sides of coach/ UTILITY SHED/CARPORT
- * Call ^{CUMCAST, CABLE/INTERNET} telephone company and put on vacation rate for anticipated time of absence.
- * Put down all awnings. Lower awnings by removing clovis pins at ends of the tubular supports and lifting awnings slightly to release supports from brackets on the wall of the coach. Fold up and hold the support rods on the underside of the awnings while carefully lowering the awnings. Use wing nuts on the tie-down bolts to firmly secure awnings in down position. Store removed clovis pins (shaped like an "L") in a plastic ziplock bag and hang on clothesline in utility shed.

USE NUMBERED LISTS



Lowering the large front awning on the "Florida Room" requires two people and the following specific procedures:

Use two 1"x 2" wood furring strips stored in the utility shed to prop up both corners of the awning prior to disconnecting the tubular supports. The furring strips are of different lengths due to the slope of the ground so be certain to check the labeling on the strips to position them correctly.

The top of the furring strips must be positioned in contact with the aluminum channel framework that runs along the entire length of the awning's front edge.

While one person acts as a spotter to insure one of the corner furring strips remains securely in place, the other person releases the tubular support rods beginning at the end where the spotter is located and continuing sequentially along the awning to the end supported by the other furring strip.

Each tubular support must be wired up against the underside of the awning using the wire ties already in place for this purpose. Wiring up these support rods is necessary to keep them from interfering with lowering the awning.

When all supports are released and wired up, carefully remove the furring strip supports and slowly lower the awning. Secure the awning in the down position with wing nuts along the bottom edge and re-store the furring strips in the utility shed.

- Mail: Submit a mail forwarding form to the U. S. Postal Service [redacted] for the length of anticipated absence period. Maximum forwarding period is six months at a time, so if beyond that, it'll have to be renewed.
- Newspaper: Contact the [redacted] Tribune to discontinue newspaper delivery.

VISITORS WON'T NEED TO DO THIS

3. HELPFUL LISTS (MOVE ALL "*" ITEMS TO NEW SECTION)

ADD INDEX (KEYWORD) TO HELP READERS FIND SPECIFIC INFO