indoors
☐ WASH INTERIOR WINDOWS
□ VACUUM DRAPES & BLINDS
□ CLEAN WALLS
☐ WIPE LIGHT FIXTURES
□ VACUUM & SPOT CLEAN UPHOLSTERED FURNITURE
☐ WIPE CUPBOARDS
☐ CLEAN UNDER, BEHIND AND INSIDE APPLIANCES
☐ DEEP CLEAN CARPETS
□ CLEAN & TURN MATRESSES
☐ TEST SMOKE AND CARBON MONOXIDE ALARMS
□ REPLACE FURNACE FILTER

## outdoors

- ☐ CHECK WEATHER STRIPPING
- ☐ CLEAN GUTTERS
- ☐ CLEAN & STORE OUTDOOR FURNITURE
- ☐ TIDY YARD
- ☐ WASH EXTERIOR WINDOWS
- ☐ DRAIN & STORE GARDEN HOSES
- ☐ CHECK & CLEAN OUTDOOR LIGHTS



general	organization

- ☐ CHECK YOUR INSURANCE POLICY TO MAKE SURE YOUR PLAN IS STILL RIGHT FOR YOU AND YOUR FAMILY'S NEEDS
- ☐ ORGANIZE CLOTHES CLOSETS

☐ CLEAN CHIMNEY

☐ SWAP & STORE NON-SEASONAL CLOTHES

- ☐ PERFORM MAINTENANCE ON COMPUTER
- ☐ UPDATE FAMILY BINDER OR FILING CABINET
- ☐ PURGE AND ORGANIZE KITCHEN CABINETS

notes *			