

## SEASONAL HOUSE CLOSING CHECKLIST

| <b>Kitchen and Laundry</b> |   |
|----------------------------|---|
| <input type="checkbox"/>   | Clean enamel exteriors with sudsy water, rinse and dry  |
| <input type="checkbox"/>   | Unplug appliances while away to protect from electrical-current surges.   |
| <input type="checkbox"/>   | Dispose of cereals, crackers and pastas to avoid pests.   |
| <input type="checkbox"/>   | Clean cabinet interiors and exteriors   |
| <input type="checkbox"/>   | Fresh and perishable foods should be eaten or discarded. Including condiments and other perishables.  |
| <input type="checkbox"/>   | Unplug and clean the refrigerator interior (on request). Dry thoroughly.  |
| <input type="checkbox"/>   | Refrigerator and freezer doors left ajar (if turned off/unplugged).   |
| <input type="checkbox"/>   | Run dishwasher through a short cycle, clean around door and gasket.   |
| <input type="checkbox"/>   | Run ice through the garbage disposal, then a solution of baking soda and water. Cover drain or leave stopper in place to prevent evaporation.                   |
| <input type="checkbox"/>   | Clean oven, broiler and drip trays.   |
| <input type="checkbox"/>   | Remove splatters in the microwave, heat a cup of water for 2 minutes. Unplug.   |
| <input type="checkbox"/>   | Clean portable appliances thoroughly.   |
| <input type="checkbox"/>   | Turn off water supply to washer. Clean lint filters on washer and dryer.  |
| <input type="checkbox"/>   | Turn off water heater or turn down to the lowest setting.   |
| <b>Bathrooms</b>           |   |
| <input type="checkbox"/>   | Clean all surfaces and fixtures   |
| <input type="checkbox"/>   | Cover toilet and tank top with plastic wrap.  |
| <input type="checkbox"/>   | Put stoppers in drains.   |
| <input type="checkbox"/>   | Turn off valves to toilet and under sink (on request)   |
| <b>Other Rooms</b>         |   |
| <input type="checkbox"/>   | Clean and polish furniture.   |
| <input type="checkbox"/>   | Thoroughly vacuum upholstered furniture.  |
| <input type="checkbox"/>   | Remove bedding and bath linens; clean and dry. Vacuum mattress thoroughly. Make bed and cover it lightly with a sheet.  |
| <input type="checkbox"/>   | Leave only clean clothes in closets. Allow space between garments. No clothes on the floor. Do not use uncovered metal hangers. Do not wrap clothes in plastic. |
| <input type="checkbox"/>   | Turn off ceiling fans   |

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| <input type="checkbox"/>                 | Unplug any appliances or electronics that are not in use.   |
| <input type="checkbox"/>                 | Unplug the garage door opener. If locking the garage door, post a reminder to unlock.   |
| <input type="checkbox"/>                 | Replace backup batteries in fire alarms, automatic watering systems, thermostats and security systems.*   |
| <input type="checkbox"/>                 | Replace filters in reverse-osmosis water system and turn off water valve. Clear any water out of dispenser.*  |
| <input type="checkbox"/>                 | Unplug or turn off water softener system. Replace whole house filters. Treat aerator tank with chlorine or drain completely.*   |
| <b>A/C</b>                               |   |
| <input type="checkbox"/>                 | Keep A/C set to 80 degrees to remove humidity in the house and prevent warping of wood products and avoid mildew/mold.  |
| <input type="checkbox"/>                 | Replace or clean A/C filters. *   |
| <input type="checkbox"/>                 | A professional can clean the coils, check refrigerant, adjust tension on belts, check the thermostat, inspect wiring and connections, clean the pan and pipe, check the motors. |
| <b>Exterior</b>                          |   |
| <input type="checkbox"/>                 | Clean gutters*  |
| <input type="checkbox"/>                 | Arrange for a landscaper to maintain grass cutting and trimming   |
| <input type="checkbox"/>                 | Exterior walls should be free of cracks. Loose mortar should be fixed. Pressure wash if mildew is present. Repair any cracks or blisters in the paint. *                        |
| <input type="checkbox"/>                 | Windows and doors should be caulked. Replace any broken or cracked putty, or loose weatherstripping.*   |
| <input type="checkbox"/>                 | Pressure wash garbage cans and bring into the garage*   |
| <b>Security</b>                          |   |
| <input type="checkbox"/>                 | Arrange for mail, newspapers, and other deliveries to be stopped or maintained by a friend or neighbor.   |
| <input type="checkbox"/>                 | A car parked in the drive discourages burglars. Arrange for a friend or neighbor to park their car in your drive.   |
| <input type="checkbox"/>                 | Lights should be placed on timers to simulate movement.   |
| <input type="checkbox"/>                 | Outside lights set to turn off during the day.  |
| <input type="checkbox"/>                 | Window treatments should be left up, not closed.  |
| <input type="checkbox"/>                 |   |
| <b>*additional costs may be incurred</b> |   |