



Openings & Closings

Name:		Address:		Date and Time:	
				OK	Comments
Spring Has Sprung Opening Package					
Electric Breakers	Turn on				
Water	Turn on				
Hot Water Heater	Turn on				
Ice Maker	Wipe Out/Turn on				
A/C & Heat	Adjust thermometer/Replace filter				
Blinds	Open blinds				
Bathrooms	Freshen toilets; clean towels; restock toilet paper				
Electrical items	Plug in and reset				
Outdoor Furniture	Place outdoors and clean				
All Rooms	Standard cleaning of all areas				
Clear Walkways/Driveways	Remove all debris from walkways/driveways/stairs				
Beds	Make beds with clean linens and sheets				
Refrigerator	Clean/Set temperature				
Washer and Dishwasher	Run short cycle with Affresh® tablets				
Dryer	Clean dryer vents				
Lamps and Lights	Replace bulbs if needed				
Other	At your request				
Fall Back and Relax Home Closing					
Refrigerator	Clean coils/Empty fridge/Check expiration dates				
Ice Maker	Empty and turn off				
Blinds	Close blinds				
All Rooms	Light cleaning of all areas				
Laundry	Wash and store sheets and towels				
A/C & Heat	Adjust thermometer/Replace Filter				
Electrical items	Unplug				
Hot Water Heater	Turn off/Turn down or set on vacation mode				
Water	Turn off				
Toilets	Refresh or Anti-freeze (added at your request)				
Doors and Windows	Check for closure and locks				
Outdoor Furniture	Bring in				
Trash	Remove trash & bring in trash-containers after pick-up				
Security	Ensure all doors, windows and sliders are locked				
Other	At your request				