



## Fall Organizing Checklist

### Clean Green Inside and Out

- Change or clean filters in furnace units and all intake vents.
- Check hot water heater.
- Flush all drains with cleaner to keep pipes clean.
- Flip mattresses and replace all sleeping pillows.
- Wash quilts and rugs to keep dust mites at bay.
- Clean out refrigerator and vacuum coils for maximum efficiency.
- Clean indoor and outdoor light fixtures including ceiling fans and begin to replace burnt out bulbs with eco-friendly options that will last for years.
- As cool nights return, check all window and door openings for drafts to reseal them long before the bitter weather is here to stay.
- Clean gutters as late in the season as possible and if you live in heavily wooded areas, clean twice this season or cover them with gutter guards.
- Install a rain barrel at the end of a downspout in a discreet location on your property to conserve water and make watering your container garden a breeze.
- Take a trip up to your attic to inspect insulation and remove any debris, loose items, or unwelcome critters who may have taken residence in the eaves.

### Paper Management 101

- Schedule oil changes and any needed seasonal or annual auto services.
- Schedule necessary medical appointments for all family members, including your pets, before the holiday season hits.
- Schedule flu shots as soon as your doctor makes them available and when there, request an updated copy of your children's immunization records.
- Review your family budget now to make allocation for extra savings leading up to the holidays including gift giving and any travel you may want to take.
- Review your special days calendar and purchase any special occasion and birthday cards now so you have them on hand as the busy holiday season unfolds.
- Review financial plans and prepare for any year-end contributions prior to upcoming deadlines. If you don't have a tax deductible vehicle in place, set one up.
- Review company medical plans to see if any new offerings might suit your family better.

## Better Safe Than Sorry

- Replace batteries in carbon monoxide and smoke detectors.
- Clean smoke detectors when disassembled.
- Inspect and/or replace fire extinguishers. Make certain one is installed on each level of your home in an easily accessible location.
- Clear out your dryer vent, flap, and hoses to insure there isn't any excess lint or other debris blocking the mechanism.
- Review family emergency plans for yourself and family. Hold a fire drill at home and talk your family through any natural disaster evacuation plans that might apply. Examples are hurricane evacuation, nuclear power plant lock downs, fast approaching fire, tornados, or national safety alert.
- Update your Emergency Documents Box with any evacuation plans you may have outlined for quick reference.
- Drain hoses, turn off outdoor water valves, and store hoses indoors to prevent cracking.