



Spring Cleaning Checklist

March Must Do List!

- Reserve your summer vacation week now for the most flexibility.
- Schedule carpet and window cleaners for the end of March.
- Finish up any interior painting projects during the quieter indoor months.
- If you didn't do it in January, purge your personal finance files and create a new set of folders for the current year. Shred everything containing any personal information and add items to your safety deposit box when appropriate.
- For last minute tax filers, organize tax records and W2s in advance of meeting with your accountant by month's end.
- Schedule appointment with accountant to review taxes by March 31st.
- Take a quick spin through your house to create a video inventory to store in your safe deposit box.
- Keep your eye out for summer camp registration and open house tours for private schools for the upcoming year. Both of these programs fill fast and early so stay ahead of the game by registering now.

Plan Now for April, May and June

Household

- Change or clean filters in furnace units and all intake vents.
- Check hot water heater.
- Flush all drains with cleaner to keep clear.
- Flip mattresses on beds.
- Wash quilts, pillows, and rugs to keep dust mites at bay.
- Clean both indoor and outdoor light fixtures and ceiling fans.
- Inspect all caulk and grout in your home and make time to repair and replace.
- Seal granite countertops.
- Inspect major appliances for water damage, making sure to tighten all connections and hoses when needed. Include your grill in this routine.
- Clean and install screens on appropriate windows. For a crisp, upscale look that's free, leave the front of your home screen free.
- Power wash decks, porches, and siding.
- Clean out refrigerator and vacuum coils for maximum efficiency.

Paperwork

- Schedule oil change and any needed seasonal or annual automotive services.
- Schedule necessary medical appointments for all family members.
- Schedule air conditioner service in advance of the warm season ahead.

Safety

- 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 a location everyone can access.
- Review your family emergency plans for yourself and your family. Hold a fire drill at home and talk your family through any natural disaster evacuation plans you may need to follow. Examples may be tornado drills, nuclear power plant lock downs, fast approaching brush fire, or a national safety alert.
- Update your Emergency Documents Box with any Evacuation Plans you may have outlined for quick reference.