

## It's Back to School time!

Take advantage of the last of the slow summer days and of an empty chapter house to do some Back to School cleaning and organizing.

### Back to School Property Checklist

Date Completed	Item
<b>Kitchen</b>	
	Remove contents of cabinets and clean interiors
	Clean appliances (ovens, microwaves, stove tops, etc.)
	Organize pantry, discarding expired food
	Take stock of kitchen supplies to see what needs to be donated and/or replaced
	Dust off refrigerator condenser coil
<b>Formal Rooms</b>	
	Rotate stacked books to prevent warping
	Clean leather furniture and vacuum upholstered furniture
	Hire someone to inspect your fireplace and chimney and prepare them for colder weather use
	Have carpets cleaned
<b>Throughout House</b>	
	Wipe baseboards and moldings
	Wash all windows
	Vacuum blinds and other window coverings
	Test <a href="#">smoke</a> and <a href="#">carbon monoxide</a> detectors
	Declutter and clean out the attic, if applicable
	Clean ceiling-mounted light fixtures
	Clean carpets, doormats, and rugs. Replace any summer rags with winter ones.

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**Outside the House**

Check weather stripping and caulking around doors and windows; repair and replace as necessary

Check and clean gutters

Clean the patio furniture

Check the exterior paint and touch up as needed

Visually inspect the roof. If necessary, hire someone to replace missing shingles and recaulk as needed.

**Additional Reminders**

Make sure your [House Corporation Inventory Checklist](#) is up-to-date and store in offsite location

Complete the [Chapter House Self-Inspection and Recommendations](#). We recommend you complete the self-inspection on an annual basis.

Check the [Property Maintenance Reference Guide](#) to verify what maintenance items need attention

Check your flood zone to make sure that there have not been any changes in the last year at [www.floodsmart.gov](http://www.floodsmart.gov).

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