

# Checklist for setting up housekeeping

This form can be used to make certain that all of the tasks needed to set up housekeeping are completed. Parents can include any parameters that they have agreed upon (such as a spending limit or required features for an appliance) in the “specific instructions” column. The last column can be checked off as each task is completed.

Task	Specific Instructions	Person Assigned	Expected Completion	Done X
Home or renters insurance				
Set up account for household expenses.				
Utilities:				
Gas				
Electric				
Phone				
Cable				
Water				
Garbage pick up				
Purchase appliances				
Stove				
Refrigerator				
Microwave				
Dishwasher				
Washer/Dryer				
Other				
Window Dressings				
Kitchen				
Dining Room				
Living Room				
Family Room				
Other				
Common Area Furniture				
Kitchen				
Dining Room				
Living Room				
Family Room				
Other				
Change of address with post office				
Notify transportation providers of change				

# Other Tasks

\_\_\_\_\_ Make copies of keys and give them to residents, other parents, and staff who need them.

\_\_\_\_\_ Set up house and individual books for documentation.

\_\_\_\_\_ Decide on fire, severe weather, and total evacuation plans. Put them in writing and place in a notebook.

\_\_\_\_\_ Make emergency forms for each resident of the home.  
Put with other emergency information.

\_\_\_\_\_ Write simple instructions for use and care of appliances and put in a notebook.

\_\_\_\_\_ Locate and label the main circuit breaker in the electric panel box.

\_\_\_\_\_ Locate the outside electric meter and test the circuit breakers.

\_\_\_\_\_ Locate and label the main water line shut-off valve and sink and toilet shut-off valves.

\_\_\_\_\_ Locate and check smoke detectors and carbon monoxide detector. Replace units or batteries as needed.

\_\_\_\_\_ Check manufacturer's directions for maintenance of air conditioning units, furnace, water heater, garbage disposal, and all other appliances. Add routine maintenance instructions to list.

\_\_\_\_\_ Find dryer lint trap and make sure staff know where it is and how to empty it.

\*\*\* Some of the tasks on this form may be completed by the provider agency. Parents should work with the agency staff to be certain that all tasks are completed and none are duplicated.