

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.