

My Home Checklist

By Checklist.com

- ☐ **Bills and household admin**
 - ☐ **Check upcoming household bills and confirm payment arrangements**

Check rent or mortgage, utilities, internet and other household bills against their due dates. For automatic payments, confirm the payment is scheduled rather than assuming it is. Create a separate dated task for anything needing action.
 - ☐ **Review renewals and cancellations that need a decision**

Check household insurance, service contracts and subscriptions for upcoming renewal or cancellation deadlines. Record the decision or the next question to resolve, not sensitive account details.
 - ☐ **Deal with mail and paperwork that needs a response**

Separate action items from records to keep and material to recycle or shred. Give each reply, form or document request its own deadline rather than leaving it in a general paper pile.
 - ☐ **File household records and update useful contact details**

Keep receipts, warranties, service records and landlord or repair contacts where the right people can find them. Store sensitive records securely; a shared checklist can say where to find them without containing them.
- ☐ **Food and household supplies**
 - ☐ **Check the fridge, freezer and pantry before planning purchases**

Note usable food to eat soon and staples that are running low. Check what is already available before adding replacements to the shopping list.
 - ☐ **Choose meals around who will be home**

Consider busy evenings, meals away from home and food already on hand. Decide enough meals to make the next shop useful; a complete menu is optional.
 - ☐ **Add missing groceries and household essentials to the shopping list**

Include the actual products and quantities needed, such as bin liners, detergent, toilet paper or pet food. Keep preferences or sizes in the task notes when someone else may shop.
 - ☐ **Buy or order the supplies you need and put them away**

Check the final list against your cupboards before checkout. Agree who will collect a delivery or shop, then put purchases where they belong so they are easy to find.
- ☐ **Chores and shared spaces**
 - ☐ **Clear dishes and wipe the kitchen surfaces that need it**

Wash dishes or load and unload the dishwasher, then leave the sink and main preparation area usable. Follow cleaning-product instructions; never mix products.
 - ☐ **Finish the laundry that is needed next**

Take the load through washing, drying and putting away. Prioritize the clothes, towels or bedding actually needed, following their care labels.
 - ☐ **Clean the bathroom and busy floors that need attention**

Choose the areas that need work rather than automatically deep-cleaning every room. Split the task by room if different people will handle it, and use methods suitable for the surfaces.
 - ☐ **Empty full bins and return shared-space items to their places**

Check the collection day and local recycling rules. Clear items from walkways and agree a home for things that repeatedly collect on shared surfaces.
- ☐ **Repairs, upkeep and safety**
 - ☐ **Record household faults and choose the next repair action**

For each issue, note what is wrong, where it is and who needs to act. Renters can report it to the landlord or property manager.
 - ☐ **Book servicing or maintenance that is due**

Check appliance instructions, service records and any landlord arrangements before booking. Record the appointment and access arrangements; use a suitable professional for work beyond your skills.
 - ☐ **Carry out safety-device checks that are due**

Follow the manufacturer's instructions for installed smoke and carbon-monoxide alarms and other safety devices. Record faults or replacements that need action.

☐ **Follow up outstanding repairs and confirm completed work**

Check unanswered requests, booked visits and parts on order. After work is finished, confirm the original problem is resolved and keep any useful receipt or service record.

☐ **Household plans and responsibilities**

☐ **Check upcoming household appointments, visits and deliveries**

Look for arrangements that require someone to be home, provide access or prepare something. Add the necessary next action, not just the event name.

☐ **Agree who will handle each shared job**

Include noticing a need, arranging the work and following it through, not only the final chore. Check that each person accepts the job and has what they need to do it.

☐ **Add dates and next steps to work that is still open**

Use real deadlines for payments, returns or appointments. Split a vague or stalled task into the next action, and follow up with anyone you are waiting on.

☐ **Choose the next household improvement and park the rest**

Pick a manageable job, such as organizing one cupboard or replacing a broken fitting. Keep optional projects separate from essential work so they do not hide bills, repairs or supplies that need attention.