

# Spring Cleaning Checklist: Seasonal Whole House

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## Property and season start

CLEAN DATE

CLEANED BY

PROPERTY ADDRESS

DWELLING

GUTTERS ON THIS PROPERTY

OUTDOOR AIR NOTE

HVAC FILTER SIZE IF KNOWN

OTHERS ON SITE

☐ Owner or occupant present

SEASON NOTES

## Windows and ventilation

| Item                                                                       | Done                     | Skip                     | N/A                      | Notes |
|----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Outdoor air quality and pollen checked before windows stay open            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Windows or doors opened during cleaning when outdoor air is acceptable     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Windows that stayed shut all winter now open, close, and latch             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Insect screens installed or repaired so sashes can stay open               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Exterior glass rinsed of winter film and pollen                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Weatherstripping and sash seams checked for drafts                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Condensation or damp at sashes and sills dried, and the water source noted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Kitchen and bath fans vent outdoors and were run during cleaning           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Sashes in unused rooms operated, not left painted or stuck shut            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |

## HVAC filters and cooling open-up

| Item                                                                  | Done                     | Skip                     | N/A                      | Notes |
|-----------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| HVAC filter checked and replaced or cleaned if dirty                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Replacement filter arrow points toward the furnace or blower          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Portable air-cleaner filter changed if the house uses one             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Filter is the highest rating the system fan and slot can actually use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |

|                                                                              |                          |                          |                          |       |
|------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Supply and return grilles not blocked by winter storage                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Leaves, pollen, and clutter pulled away from the outdoor unit                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Thermostat set for the cooling season                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Indoor humidity kept no higher than 50 percent, or a dehumidifier is running | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Professional cooling checkup booked or already done this spring              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Unused rooms and winter storage

| Item                                                                                   | Done                     | Skip                     | N/A                      | Notes |
|----------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Guest rooms, spare bedrooms, and other rooms closed for winter were walked             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| No musty smell or visible mold, or the moisture source is written in Notes             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Closed rooms aired when outdoor air quality was acceptable                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Hard surfaces in unused rooms damp-dusted                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Carpets and fabric furniture in unused rooms vacuumed                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Winter bins, boxes, and stored textiles checked for damp                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Closed basement, unused lower level, or similar space checked for leaks or damp carpet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Plant saucers and pots not holding standing water                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Any wet spot found was dried, or damaged material removed, within 24 to 48 hours       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Porch, entry, and outdoor living

| Item                                                                   | Done                     | Skip                     | N/A                      | Notes |
|------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Porch, stoop, and entry swept or washed of winter grit                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Outdoor furniture cleaned and set back out                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Winter storage pulled off the porch and entry                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Porch screens intact, or tears noted                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Entry mats shaken or washed                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Garden hoses uncoiled, flushed, and nozzles checked                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Steps and walk at the entry clear of leftover salt, leaves, and debris | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Gutters and downspouts

| Item                                              | Done                     | Skip                     | N/A                      | Notes |
|---------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Ladder on level ground, or a pro hired instead    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Leaves and winter debris scooped from the troughs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Downspout strainers removed and cleaned           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

|                                                                 |                          |                          |                          |       |
|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Troughs flushed toward the downspout                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Downspout outflow matches the water you put in                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Discharge runs away from the foundation, not into the wall line | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| No standing water left in the trough after the flush            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Gutters not sagging or pulling away from the fascia             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Underground downspout diverters, if present, not backing up     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Dryer vent and laundry reset

| Item                                                         | Done                     | Skip                     | N/A                      | Notes |
|--------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Lint screen cleaned; dryer not run without a filter          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Outdoor dryer vent flap opens while the dryer is running     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Lint cleaned from the vent pipe at least once this year      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Dryer vents outdoors, not into a room, attic, or crawl space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Lint cleaned behind the dryer                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Exhaust duct not crushed, kinked, or screened at the outlet  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Spring safety and cleaner reset

| Item                                                                                       | Done                     | Skip                     | N/A                      | Notes |
|--------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Smoke alarms tested on every level, inside bedrooms, and outside sleeping areas            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| CO alarms tested on each level and outside sleeping areas                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Removable alarm batteries replaced, or sealed 10-year units confirmed                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Smoke alarms more than 10 years old replaced                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Two ways out of each bedroom and a clear path to the outside                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Soap and water or Safer Choice products used when they will do the job                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| No cleaning chemicals mixed, including bleach with ammonia                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Windows, doors, or an exhaust fan used while cleaners were out                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| People with asthma or allergies left the room during dusting and vacuuming, or wore a mask | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

### Light whole-house reset

| Item                                              | Done                     | Skip                     | N/A                      | Notes |
|---------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Hard surfaces in lived rooms damp-dusted          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Lived-room carpets and fabric furniture vacuumed  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Bedcovers that held winter dust washed or changed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

|                                                                                           |                          |                          |                          |       |
|-------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Visible winter leaks at roof edges, windows, and plumbing you can see were noted or fixed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Heavy winter textiles stored so they are not holding a season of dust in the open         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Cleaners closed tightly and stored where the label allows                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Follow-up and sign-off

ITEMS SKIPPED OR MARKED N/A

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FOLLOW-UP (MOISTURE, GUTTERS, HVAC, ALARMS)

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NEXT HVAC FILTER CHECK

RESULT

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SIGNATURE

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TIME SIGNED

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Reference only. Verify against local codes, a licensed inspector or a qualified contractor.