

PRE-TRIP CHECKLIST

A WEEK OR TWO BEFORE

- Arrange to board pets/have someone care for them
- Stock up on pet food/supplies
- Ask someone to get your mail and newspaper or schedule a hold
- Ask someone to water plants/set them up to care for themselves
- Arrange for someone to mow while you're gone
- Pay any bills that will be due while you're gone
- Refill prescriptions
- Program emergency numbers into your cell phone

A FEW DAYS BEFORE

- Mow the lawn
- Return/renew library books
- Notify a trusted neighbor of your travel plans
- Drop off a spare key with house sitter, pet sitter or a neighbor
- E-mail a copy of your itinerary to a close friend or family member
- Lock up outdoor equipment (bikes, toys, lawnmower, etc.)
- Pack

THE DAY BEFORE

- Confirm reservations—car rental, hotel, shuttles, etc.
- Check in online and print boarding passes
- Print reservations, maps, e-tickets, deal vouchers, itinerary, etc
- Charge any electronic devices that you'll be taking (phone, camera, tablet, etc.)
- Hit the bank/ATM for spending money
- Wash dishes/run dishwasher
- Clean out the fridge
- Set up automatic timers on lights
- Hide any valuables that you'll be leaving at home (laptops, jewelry, purse, keys, etc.)
- Double check the weather

RIGHT BEFORE YOU LEAVE

- Make sure appliances are turned off
- Unplug small kitchen appliances (toaster, coffee maker, etc.)
- Unplug computers and TVs
- Remove the spare key from its hiding spot (if applicable)
- Turn heat/air down
- Turn down the hot water heater
- Check the washer and dryer for wet laundry
- Run the kitchen disposal/clean the kitchen drain
- Take out the trash
- Turn off the water (to avoid plumbing problems while you're gone)
- Check locks on doors and windows (don't forget to check the garage)
- Set the alarm system

IF YOU'RE HEADED ON A ROAD TRIP

- Check tire pressure and tread depth
- Check oil
- Check windshield washer fluid
- Check brake fluid
- Check coolant level
- Check automatic transmission fluid
- Check headlights, turn signal and brake lights
- Check spare tire
- Check/restock car first aid kit
- Fill up the tank
- Clean out the car and vacuum
- Remove extra items from the trunk
- Install rooftop carrier (if applicable)
- Pack a spare key