

# 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