

Masters Prep

CHECKLIST

Bedrooms

- declutter
- store toys & kids' furniture
- remove personal photos
- make beds with Masters linens/bedding
- place alarm clocks, including instructions, on bedside tables
- empty top two drawers of dressers and place ribbons on hardware indicating which drawers guests may use

Bathrooms

- leave 2 clean sets of white towels on each sink
- place unopened travel shampoo, conditioner, & body wash near each shower
- replenish supply of toilet paper

Closets

- organize
- make space for guests
- place 5-7 empty wooden hangers on rods
- cover personal clothing with white sheets

Kitchen

- clean/organize drawers & cabinets
- remove expired food from pantry
- declutter countertops
- replenish supply of paper towels, garbage bags, & dishwashing detergent
- run self-clean cycle on oven
- clean toaster oven & microwave
- clean out refrigerator & freezer (remove all food)
- descale coffee maker
- clean ice-maker
- change refrigerator water & air filters

Office/Study

- replenish supply of printer paper & ink/toner
- leave instructions for computer, printer, fax, internet, & phone

Laundry Room

- wash/dry/fold Masters towels & sheets
- leave extra sets of towels, sheets, & toiletries labeled with housekeeper instructions

Everywhere

- declutter, store, & organize personal items
- remove pet supplies
- clean floors & surfaces
- clean baseboards
- wipe down walls in high traffic areas
- seal granite countertops (yearly)
- remove personal photos
- leave instructions for televisions, remotes, DVRs, & gaming systems
- vacuum & spot clean upholstery
- remove any safety gates & childproofing

Outside

- spread new pine straw
- balance & heat pool/spa
- put out Master's flag
- mow lawn & clean up landscaping
- wipe down grill
- spray off outdoor furniture
- place ash trays in strategic locations
- clean windows

Other Tasks

- arrange for daily housekeeping
- order "Two Moms Cookies" large Masters tray
- create simple welcome basket
- change lightbulbs
- test smoke detectors & change batteries
- schedule several pool cleanings for the week
- update house manual & leave on kitchen counter
- arrange pest control visit pre-tournament
- reserve space to board all household pets
- secure important documents, musical instruments of value, & prescription drugs