

COTTAGE CLOSING CHECKLIST



Water & Plumbing:

- ☐ Shut off main water supply.
- ☐ Drain pipes and water heater.
- ☐ Add non-toxic antifreeze to toilets, sinks, tubs, and drains.
- ☐ Disconnect and drain outdoor hoses and taps.

Power & Electrical:

- ☐ Unplug all appliances and electronics.
- ☐ Turn off non-essential breakers.
- ☐ Consider leaving fridge/freezer doors open to prevent mold.
- ☐ Replace batteries in smoke and CO detectors.

Heating & HVAC:

- ☐ Set thermostat to low (or off, if winterizing fully).
- ☐ Clean or replace furnace filters.
- ☐ Shut off propane or oil supply (if applicable).

FINAL CHECKS

- ☐ Take photos for insurance.
- ☐ Make a list of repairs or upgrades needed for next season.
- ☐ Pack up personal valuables and electronics to take home.
- ☐ Leave emergency contact information posted inside.

Pest & Animal Prevention:

- ☐ Seal all food; remove perishables.
- ☐ Clean pantry, fridge, and cupboards.
- ☐ Close chimney flue and seal openings (vents, windows, etc.).
- ☐ Set mouse traps or deterrents.

Outdoor Prep:

- ☐ Bring in or securely cover patio furniture and grills.
- ☐ Store boats, paddles, water toys, and dock items safely.
- ☐ Clear gutters and downspouts.
- ☐ Trim overhanging branches near roof or power lines.

Interior Clean-Up:

- ☐ Take out all garbage and recycling.
- ☐ Clean bathrooms and kitchen surfaces.
- ☐ Launder and store linens, towels, and bedding in sealed containers.
- ☐ Vacuum or sweep floors.

Security & Safety:

- ☐ Lock all windows and doors.
- ☐ Install or check timers for lights.
- ☐ Notify trusted neighbors or a local caretaker of your departure.
- ☐ Consider installing cameras or a remote monitoring system.

COTTAGE CLOSING CHECKLIST



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We didn't realize we were making memories. We just knew we were having fun. - Winnie the Pooh



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RESTOCKING & SUPPLIES

Essentials to Replace/Leave Behind:

- ☐ Toilet paper and paper towels
- ☐ Hand soap and dish soap
- ☐ Garbage bags and cleaning supplies
- ☐ Batteries (for remotes, flashlights, detectors)
- ☐ Matches or lighters
- ☐ First aid kit (restock bandages, antiseptic, pain relievers)
- ☐ Flashlights or lanterns
- ☐ Non-perishable pantry basics (Salt, pepper, basic spices, sugar, coffee/tea (sealed), cooking oil, and baking staples)

Optional Comforts:

- ☐ A stash of firewood or kindling
- ☐ Extra blankets or throws
- ☐ A couple of fresh board games, puzzles, or books
- ☐ A note or welcome list for next-season guests or family

Services & Vendors Contact Info:



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