

**CLEAN SHADES AND CURTAINS**

Take down window treatments. Dust slat blinds, and launder curtains and fabric shades: Either hand-wash and lightly steam in place, or send to a dry cleaner.

**WASH WINDOWS**

Remove dust, dirt, and cobwebs with a soft brush. Wash windows inside and out with a mild dilution of either ammonia or white vinegar in water; dry with a squeegee followed by a rag.

**REPLACE STORM WINDOWS WITH SCREENS**

Remove storm windows; replace cracked panes, recaulk windows, and repaint the frames before storing. Before installing screens, repair holes with tweezers (or replace entire screen).

**RENEW MATTRESSES AND CUSHIONS**

Vacuum mattresses and box springs. Rotate and flip mattresses before replacing them on the box springs. Flip sofa and chair cushions.

**SORT THROUGH WARDROBES**

Separate clothes into piles: off-season, donation, dry cleaner, tailor. Wash and mend clothing before putting back in closet or storing.

**CLEAN REFRIGERATOR AND FREEZER**

Unplug refrigerator; discard any items past their prime. Store food in a cooler, then wash fridge from top to bottom with warm, sudsy water. Add baking soda to water to deodorize surfaces.

**PERFORM A SAFETY CHECK**

Check smoke detector batteries frequently; replace every six months. Test batteries in carbon-monoxide detectors and flashlights; inspect pressure gauges on fire extinguishers.

**REPLACE FILTERS**

Vacuum and clean grates, coils, and condensers on furnaces, refrigerators, stoves, and air conditioners. Remove filters in furnaces and air conditioners, and either clean or replace them.

**CLEAN RUGS, CARPETS, AND FLOORS**

Vacuum rugs and carpets. Machine-wash or dry-clean area rugs (check label for manufacturer's directions), and shampoo wall-to-wall carpeting. Wash and wax floors.