

Family cabin closing checklist

Choose the jobs that fit your place. Add an owner, date and next step.

Place: _____ Closing date: _____

☐ Agree on the closing date and who is helping

Choose the final visit, give each job an owner, and confirm what each helper has accepted.

Owner: _____ Due: _____ Done: _____

☐ Confirm the water-system winterization plan

Record instructions for this property. Book a qualified professional where needed for plumbing, the well, pump and appliances.

Owner: _____ Due: _____ Done: _____

☐ Confirm heating and freeze-protection settings

Check your equipment manuals and service advice. Save the agreed settings and who will check the house.

Owner: _____ Due: _____ Done: _____

☐ Confirm seasonal service appointments

Boat, dock, irrigation or other equipment: keep each appointment and service contact with the job.

Owner: _____ Due: _____ Done: _____

Use your property-specific instructions and qualified service advice for technical winterization. This worksheet organizes the work; it is not a set of shutoff or draining instructions.

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☐ Put away outdoor items and check the exterior

Store loose items and outdoor furniture. Arrange any roof, gutter or tree work with the appropriate professional.

Owner: _____ Due: _____ Done: _____

☐ Clear perishables and finish the indoor checklist

Remove food and trash, clean the kitchen, and follow appliance-specific storage instructions.

Owner: _____ Due: _____ Done: _____

☐ Check alarms, locks and the emergency contact

Follow alarm-manufacturer instructions. Confirm access arrangements and a reachable local contact. Keep access codes private.

Owner: _____ Due: _____ Done: _____

☐ Record what is finished and what needs a follow-up

Save notes, photos, repairs, receipts and the next house check. Share only the details each helper needs.

Owner: _____ Due: _____ Done: _____

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