



A.L. Coffman
& Son, Inc.

PRE-LISTING TO-DO LIST:

CLEAN, REPLACE, PACK AND ORGANIZE

- Deep clean bathrooms
- Wash Shower Curtains
- Wipe down baseboards
- Have carpets professionally cleaned
- Wipe down hard to reach spots
- Dust fan blades and blinds
- Wash down kitchen cabinets
- Wipe down doorknobs
- Wash windows and ledges
- Deep clean kitchen and appliances
- Wipe down light switch plates
- Replace light bulbs where needed
- Replace Door Mat
- Make sure smoke alarms are up to date on batteries
- Replace Air Filters
- Remove gallery walls & family photos
- Swap out large framed photos for artwork
- Give every room a purpose
- Invest in additional lighting if needed
- Bookshelves - remove anything smaller than a baseball
- Coat Closet - store what you don't use regularly
- Bedroom Closets - Remove half of what is inside (store and / or donate), then organize what's left
- Bathroom / Linen Closets - Fold towels nicely, buy organizing bins, throw out expired products and medicine
- Shoes: Add shelves or bins and stack shoes nicely (store off season shoes)
- Declutter & organize the mudroom
- Tackle painting projects - refresh rooms
- Touch up interior doors
- Touch up interior paint
- Power Wash Deck and patio furniture
- Replace outdoor bulbs