

INTRODUCTION

Home is where the heart is. It's also where the bills are, and the broken vacuum cleaner, the dirty air conditioner filters, and the endless list of necessary items to stock the pantry, medicine cabinet, and, ah, the bar. Maybe we should start there. Is it too early for a dry martini or did one of us forget to buy the green olives? Somewhere along the line, we realized that even if you live alone, taking care of a home takes up all the time you're willing to give it and then some. What we needed was a super manual like *The Ultimate Organizer* to help take care of the home before it devoured us, and no one even knew we were missing.

We included these checklists not only to preserve our sanity, but frankly to also prevent red-faced embarrassment. Ask Barb. With all good intentions, she went to the store to buy the ingredients for her cabbage soup, and hours and hundreds of dollars later, she arrived home and realized she'd forgotten the cabbage. Or here's another one. Your houseguest announces that the guest bath has run out of toilet paper. (I wonder what they did in the meantime.) Or what do you do when your dishwasher leaks during a dinner party and floods the kitchen, and you can't find the service repair phone number. Don't you just hate it when your guests don't know how to swim?

So, for everything that could go wrong and does, we've included some rather compulsive checklists, reminding you of what you need at the store without wandering the aisles and how to make sure the entire house gets cleaned (and not just the things you can see). God forbid your mother comes over and runs her finger over a windowsill layered with dust. We even tell you what to do should a natural disaster strike. Is your son in college bringing his first girlfriend home for the weekend considered a natural disaster?

Here's our best advice. Complete the forms. Review our checklists. We're certain you, too, will discover home is where the heart is...without the heart attack.

EMERGENCY CONTACT LIST

KEEP COPIES BY EACH PHONE IN YOUR HOME, AND IN OFFICES AND CARS.

	PHONE	WORK	CELL
Fire			
Police/Sheriff			
Ambulance			
Poison Control			
Doctor			
Hospital			
Drugstore			
Eye Doctor			
Dentist			
Housekeeper, Nanny			
Alarm System			
Superintendent			
Veterinarian			
Animal Hospital			
Spouse 1			
Spouse 2			
Child 1			
Child 2			
Ex-Spouse 1			
Ex-Spouse 2			
Auto Club			
Babysitter			
School			
Messenger			
Out of state family in case of disaster			

NEIGHBORS

NAME	PHONE	WORK	CELL

CLOSE FRIENDS & EXTENDED FAMILY

NAME	PHONE	WORK	CELL

HOME MANUAL

NEW SECURITY CAMERA SYSTEMS ALLOW YOU TO SEE ON YOUR COMPUTER WHAT'S GOING ON IN THE HOUSE WHEN YOU'RE AWAY.

	NOTES
TELEPHONE	
GAS	Where is it? How to turn it off?
WATER	Where is it? How to turn it off?
ELECTRICITY	Where is circuit breaker box?
CABLE and INTERNET	Where are surge protectors?
EMERGENCY LIST	Place by kitchen phone and master bedroom
ALARM SYSTEM	Code
Phone	Gate Code
	How do you open manually?
GENERATOR	Where is it?
	Who replaces it?
POOL	How to turn heat on? How to drain/fill it?
LIGHTS	
Indoor	How to turn on/off?
	What is the timer schedule?
Outdoor	How to turn on/off?
	What is the timer schedule?
SPRINKLERS	Where are they located?
	When do they turn on?
	How to turn off?
SMOKE DETECTOR	Where are they?
	When did you change the battery?
THERMOSTATS	Where are they located?
	What is temperature schedule?

This is just a sample.

Get the complete form with The Ultimate Organizer!