

Appendix B: Nightly Closing Checklist

The closing routine protects tomorrow. Close the house once, using shared or staggered responsibilities when schedules differ, and stop when the chosen finish line is reached.

- [] Refrigerate food, put away ingredients, and decide what will happen with leftovers.
- [] Wash, load, or contain the dishes so the sink has one usable section.
- [] Wipe the main food-preparation surface and reset the sink.
- [] Contain trash, recycling, spills, and anything unsafe to leave overnight.
- [] Return the main shared room to a neutral, usable condition.
- [] Transfer or finish any laundry already in motion.
- [] Place keys, bags, mail, work, school, and other outgoing items at their landing.
- [] Confirm tomorrow's meal, schedule, medication, alarm, and necessary clothing.
- [] Check doors, windows, appliances, candles, and household safety as appropriate.
- [] Complete the household's final cue and declare the home closed.

Hard-Night Minimum Close

- [] Refrigerate food and address anything unsafe.
- [] Create one usable section of sink and contain the remaining dishes.
- [] Contain trash that cannot safely wait.
- [] Take necessary medication and set the alarm.
- [] Place keys and tomorrow's essential items at the door.
- [] Stop. The reduced close is complete.

My Closing Routine

- Closing action 1: Write your answer: _____
- Closing action 2: Write your answer: _____
- Closing action 3: Write your answer: _____
- Minimum close: Write your answer: _____
- Finish cue: Write your answer: _____

- Target minutes: Write your answer: _____