

OmniFocus: Projects

Printed: 4/14/17, 9:53 AM

List our home on AirBnb

1 available

- Setup AirBnb renter account and profile using Diana's promotion code ✓
- Setup AirBnb permissions for co-hosts ✓
- Write listing for our house ✓
- Create a document formalizing agreement with co-hosts
Full Focus
- Walk house and brainstorm FAQ
Home ✓
- Schedule Airbnb photo shoot ✓
- Add photos to our AirBnb listing ✓
- Determine our starting pricing
\$295? ✓
- Write an FAQ for guests
Full Focus ✓
- Print and laminate FAQ and Safety Card (2 copies)
errands ✓
- Buy 4 60W LED lightbulbs
errands ✓
- Call our home insurance company to notify them of short-term rental in our home ✓
- Marci to confirm home insurance stance on short-term rentals
Waiting For ✓
- Create a Safety Card
Full Focus ✓

- Photograph everything we make available to guests
Full Focus ✓
- Call Marci to discuss Airbnb coverages
Phone ✓
- Create an inventory of everything we make available to guests
Full Focus ✓
- Create a cleaning list
Full Focus ✓

Prepare for being away for 3 months no available items

- Notify credit card company 1 of our trip
Phone ✓
- Notify credit union of our trip and confirm if they reimburse international ATM fees
Phone ✓
- Notify credit card company 2 of our trip
Phone ✓
- Notify credit card company 3 of our trip & confirm if they have a foreign transaction fee
Phone ✓
- Notify credit card company 4 of our trip and confirm if they have a foreign transaction fee
Phone ✓
- Buy Bon Ami powder cleanser
errands ✓
- Oxyclean linens ✓
- Buy Oxyclean ✓

Soak linens in Oxyclean Home - comforter - master shower curtain - pillows	✓
Buy storage bins for packing up the house	✓
Buy extra consumible AirBnb items to store in studio	✓
Sponges	✓
Paper towels	✓
Toilet paper	✓
Bulk liquid soap	✓
tissues	✓
shampoo & conditioner	✓
coffee	✓
tea	✓
small gargabe bags for bathroom bins errands	✓
coffee	✓
tea	✓
Diswasher soap	✓
Confirm 2017 lawn maintenance with our lawn guy Emails	✓

- Email neighbors so they know we'll be out of town when they return
Emails ✓
- Obtain quotes for a cleaning service to support co-hosts
Phone ✓
- Wash all of the new AirBnb linens
Home ✓
- Secure kayak with straps and padlock ✓
- Check to see if we have straps and a padlock that would work
Home ✓
- Buy straps and/or padlocks as needed ✓
- Email HOA regarding kayak storage spot ✓
- Potty train our son ✓
- Buy a stickerchart for Leo's pottytraining
Shopping ✓
- Buy our son underwear for pottytraining
Shopping ✓
- Arrange mail forwarding and address
Phone ✓
- Sign up with Traveling mailbox ✓
- Upload passport and ID photos ✓
- Trim bush overgrowing sidewalk
Home ✓
- Walk Grace through Spring yard maintenance expectations ✓
- Arrange backup plans with neighbors and/or family members for Grace & Dustin ✓

Pay property taxes
Emails ✓

Pay HOA dues
Emails
Deferred until 5/11/17, 8:00 AM

Buy a lock for the storage under the stairs
errands ✓

Get AT&T phones unlocked
Full Focus ✓

Prepare keys for Grace
Home ✓

Put gas in each of our cars and store them in the garage
Home ✓

Discuss AT&T phone options with business partner
Phone ✓

Clean the blinds throughout the house
Home ✓

Post a recycling and trash schedule for guests
Full Focus ✓

Do laundry
Home ✓

Pack hand-me-down clothes for cousin's newborn
Home ✓

Co-host: Take out our trash when she drops off our car
Agenda ✓

Perform maintenance throughout the house no available items

Buy a compost carbon filter
Shopping ✓

Replace the furnace's air filter
Home ✓

- Fix kitchen faucet ✓
- Schedule a chimney sweep ✓
- Tighten pantry doors ✓
- Make our house more water efficient ✓
 - Buy aerators for faucets ✓
Shopping
 - Install aerators ✓
Home
- Put mason jars in upstairs toilet ✓
- Fix master bathroom door ✓
- Install lock on downstairs door ✓
- Clean carpet stains going up the stairs ✓
Home
- Remove “childproof” doorknob on basement door ✓
- Paint over our son’s laundry room wall drawings ✓
Home
- Clean grout ✓
Home
- Get vacuum cleaner back from Sears ✓
- Return hand vacuum to Sears ✓
- Caulk in kitchen and bathrooms ✓
Home

- Repair Michael's bike brakes
Home ✓
- Trim trumpet vine
Home ✓
- Replace lock on the front door ✓
- Buy electronic lock for the front door
August electronic lock? ✓
- Buy tapered deadbolt for August lock
Shopping ✓
- Install electronic lock on front door ✓
- Replace microwave ✓
- Buy replacement microwave ✓
- Install replacement microwave ✓
- Schedule radon system inspection
Phone Deferred until 10/1/17, 7:00 AM → Due 10/1/17, 5:00 PM
They confirmed over the phone the system is fine; our next inspection should be scheduled for October of 2017.
- Clean out the iron
Home ✓
- Buy a lightbulb for the master bathroom mirror ✓
- Scrub the kitchen table
Home ✓
- Clean out the freezer
Home ✓
- Hang pictures and mirror in master bedroom
Home ✓

Sharpen the knives

Home



Scrub the highchair

Home



Clean out the kitchen drawers

Home



Perform decorating throughout the house

no available items

Buy an adult life jacket

Shopping



Buy keychain tags to label keys

Shopping



Buy a fire extinguisher

Shopping



Buy a first aid kit

Shopping



Buy towels and washcloths

Shopping



Buy a coffee maker

Shopping



Buy a comforter possibly for master bed



Buy a master bed pillow

Shopping



Buy 4 or 5 new dish towels

Shopping



Buy 2 sets of sheets and 2 sets of pillow cases for each bed

Shopping



Label cabinets (silverware, cups, etc...)

Home



- More Costco pillows?
errands ✓
- Bedding for master bedroom ✓
- Bedding for our daughter's bedroom ✓
- Buy bedding for air mattress
Shopping ✓
- Buy bedding for futon and couches
Shopping ✓
- Buy Airbnb bedding for guest bedroom ✓
- Buy towels for Airbnb guests ✓
- Decorate wall by futon ✓
- Clean and organize kid supplies for guest use ✓
- Research fireplace supplies
Shopping ✓
- Buy a set of glasses
Shopping ✓
- Buy a tv antenna ✓
- Buy a bike lock ✓

Travel to Ecuador

no available items

- Contact our Cuenca Airbnb host to confirm if he's picking us up from the airport or not
Emails ✓
- Register new travel credit card
Home ✓

- Final preparation of all bags
Home ✓
- Book flights to Quito
Shopping ✓
- Arrange for cribs in Cuenca
Shopping ✓
- Book flights to Cuenca
Shopping ✓
- Experiment with carseat on luggage
Home ✓
- Book AirBnb in Cuenca ✓
- Research options for traveling with carseats ✓
- Buy our daughter a car seat
Shopping ✓
- Pack our bags
Home ✓
- Buy 90 day supply of vitamins
Shopping ✓
- Buy shoes for our daughter
Shopping ✓
- Get necessary vaccines
Michael: Regular vaccines + typhoid & yellow fever
Ellen: Regular vaccines + typhoid & yellow fever
Our son: Typhoid and yellow fever
Our daughter: N/A ✓
- Research health risks of vaccinations ✓
- Call to schedule Michael's regular vaccines ✓
- Call to schedule Ellen's second Hep A/B shot ✓

Get Michael, Ellen, and our son's typhoid & yellow fever vaccines
Due 1/30/17, 6:00 PM ✓

Receive children's passports ✓

Purchase international insurance
Shopping ✓

Book shuttle to the airport ✓

Test having our daughter in the new carseat
Home ✓

Practice securing the new carseat to our suitcase ✓

ATM \$300
Errands ✓

Break \$100s into \$20s
Errands ✓

Final Day Checklist

no available items

Lock basement doors
Home ✓

Put downstairs children's books away in kids' rooms
Home ✓

Store charging station in the office
Home ✓

Setup and photograph our son's room with the air mattress
Home ✓

Call company phone carrier to add International Passport to my account during
our travel
Home ✓

Lock file cabinets
Home ✓

- Pack Passports, proof of travelers insurance, and vaccine records
Home ✓
- Lock all doors and windows
Home ✓
- Co-host: Confirm irrigation programming instructions
Agenda ✓
- Turn down heat
Home ✓
- Set water heater to "V"
Home ✓
- Co-host: Discuss setting hot water heater programming back to 'Hot' for guests
Agenda ✓
- Wash bedding
Home ✓
- Pack monitors and sound machines
Home ✓
- Put on sheets
Home ✓
- Log out of iTunes on Apple TV
Home ✓
- Surface cleaning
Home ✓