The first afternoon

How to turn this file into a working house file in one sitting. Skip anything your house does not have.

YOU WILL NEED

- [ ] A 3-ring binder for 109 sheets, with room to grow.
- [ ] A hole punch to match the rings.
- [ ] Card for the six dividers, if you have it.
- [ ] Scissors and tape.
- [ ] Your phone, for photos of the labels.

STEP BY STEP in this order

1. **Print and punch.**
   Print the binder file single-sided at 100% ("Actual size", not "Fit to page"), or hand the print-shop file and its note to a print shop. Every page sits about 4 mm away from the punched edge, so the holes clear the tables.

2. **Put the dividers in and label the spine.**
   Six dividers: one for each of the five sections, and the pocket divider for certificates and receipts at the back (page 107). Cut out the widest spine strip that fits your binder (page 108).

3. **Start with the house file.**
   Take the shut-off locations sheet (PR-10, page 14) round the house and find the water, gas, oil and electricity shut-offs. Try each one, then write down exactly where it is. Then fill in the new home record sheet (PR-06, page 12). Those are the pages people look for in a hurry.

4. **Photograph the appliance labels.**
   Find the label or plate that carries each appliance's model and serial number, photograph it, and copy the details onto the appliance register (PR-03, page 16).

5. **File the warranties.**
   List each guarantee and receipt on the warranty register (PR-04, page 18), then put the paper itself in the pocket divider. Do the same with each certificate as it arrives.

6. **Add the systems your house actually has.**
   Systems and servicing (section 02) and water, pool and hot tub (section 04) hold a sheet for each system. Keep the ones your house has. Leave the rest out, or keep the blanks at the back.

7. **Keep it going.**
   When a log fills up, file its spare from the refill pack straight behind it: the page it goes behind is printed at the top of each spare. Any page can be printed again from this file.

> **WORKED EXAMPLES**
> Pages 5–10 show five of these sheets filled in with illustrative entries, so you can see what a useful record looks like. They are not a real house, and they contain no service intervals: those come from your manufacturer.

Every blank sheet in this binder is one of the free sheets on the Upkeep Papers website, unchanged. The binder adds the order, the dividers, the index, this guide, the worked examples, the labels and the refill pack.

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