



Maintenance Checklist

Costumer :

Address :

Phone :

Date :

Monthly

- ☐ Check and clean HVAC filters.
- ☐ Inspect and clean garbage disposal.
- ☐ Test smoke detectors and carbon monoxide detectors
- ☐ Inspect and clean range hood filters.
- ☐ Check and replace any light bulbs as needed
- ☐ Inspect and clean refrigerator coils.
- ☐ Inspect and clean showerheads and faucets for any buildup.
- ☐ Test and reset ground fault circuit interrupters (GFCIs).
- ☐ Inspect and clean window and door tracks.
- ☐ Inspect and clean fireplace and chimney (if applicable).

Quarterly

- ☐ Inspect and clean gutters and downspouts.
- ☐ Check caulking and weather stripping around windows and doors.
- ☐ Test and flush water heaters to remove sediment buildup.
- ☐ Inspect and clean dryer vent to prevent lint buildup.
- ☐ Test and reset AFCI (arc fault circuit interrupters) breakers.
- ☐ Inspect and clean outdoor HVAC units.
- ☐ Inspect and trim trees and shrubs away from the house.
- ☐ Test and inspect sump pump (if applicable)
- ☐ Check and clean exterior vents (dryer, bathroom, etc.).
- ☐ Inspect and clean attic and crawlspace vents.

Annually

- ☐ Schedule professional HVAC system maintenance.
- ☐ Inspect and repair roof for any damage or leaks.
- ☐ Inspect and repair any cracks in the foundation.
- ☐ Inspect and clean exterior siding
- ☐ Test and inspect all door and window locks.
- ☐ Test and inspect all emergency systems (fire extinguishers, etc.).
- ☐ Conduct a thorough pest inspection and treatment if necessary.
- ☐ Inspect and trim trees near power lines or structures.
- ☐ Inspect and clean septic tank and schedule pumping if needed.
- ☐ Test and inspect attic insulation and add more if necessary to maintain energy efficiency.