

OFFICIAL PROPERTY MAINTENANCE CHART

Annual Inspection & Compliance Log

Year: _____
Property ID: _____

SYSTEM / AREA	MAINTENANCE TASK	FREQUENCY	STATUS	DATE
HVAC & ENERGY				
Heating/Cooling	Filter replacement & duct inspection	Quarterly		
Water Heater	Flush sediment & check pressure valve	Annual		
EXTERIOR & STRUCTURE				
Roofing/Gutters	Debris removal & downspout clearing	Bi-Annual		
Foundation	Crack inspection & grading check	Annual		
SAFETY & PLUMBING				
Detectors	Smoke & Carbon Monoxide battery test	Monthly		

SYSTEM / AREA	MAINTENANCE TASK	FREQUENCY	STATUS	DATE
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Plumbing	Check for leaks under sinks & toilets	Quarterly		
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LANDSCAPING & GROUNDS

Irrigation	Winterization or leak testing	Seasonal		
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Pest Control	Perimeter spray & entry point seal	Quarterly		
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INSPECTOR NOTES

This document serves as an official maintenance record. Retain for insurance and valuation purposes.