

# APARTMENT MAINTENANCE

Routine Preventive Checklist

Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

CATEGORY / TASK	STATUS	LAST SERVICE	NOTES
<b>HVAC &amp; AIR QUALITY</b>			
Replace Air Filters			Quarterly
Clean Vent Grates			
<b>PLUMBING &amp; FIXTURES</b>			
Check Under-Sink Leaks			Kitchen & Bath
Test Toilet Seals/Flapper			
Clean Aerators/Showerheads			Mineral removal
<b>SAFETY SYSTEMS</b>			
Smoke/CO2 Detectors			Test batteries

**CATEGORY / TASK**

**STATUS**

**LAST SERVICE**

**NOTES**

Fire Extinguisher

Check pressure gauge

**APPLIANCES**

Clean Dryer Lint  
Trap/Duct

Vacuum interior vent

Clean Refrigerator Coils

Semi-annual

Dishwasher Filter

Clear debris

**ADDITIONAL OBSERVATIONS**