

HOME MAINTENANCE SEQUENCE

Year: 20__ | Property: _____

MONTHLY ROUTINE

STATUSSYSTEM	ACTION REQUIRED
HVAC Filters	Inspect and replace if dirty; ensures efficiency and air quality.
Safety Devices	Test smoke detectors, CO alarms, and fire extinguishers.
Plumbing	Check under sinks and around toilets for silent leaks.

QUARTERLY DEEP-DIVE

GFCI Outlets	Press "test" and "reset" buttons on all kitchen/bath outlets.
Garage Door	Test auto-reverse sensors and lubricate rollers/tracks.
Exterior Drains	Clear debris from window wells and area drains.

BI-ANNUAL (SPRING & FALL)

Gutter System	Clean troughs and ensure downspouts divert water 5ft from foundation.
Roof Inspection	Check for loose shingles, damaged flashing, or moss growth.
Water Heater	Flush sediment from tank and check the pressure relief valve.

AC/Furnace	Professional tune-up before peak cooling/heating seasons.
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ANNUAL CRITICAL CHECK

Termite/Pest	Professional inspection of foundation and wooden structures.
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Dryer Vent	Clean entire duct length to the exterior to prevent fire hazard.
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Septic/Sewer	Inspect tank levels or main line for root intrusion.
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