

PROPERTY MAINTENANCE LOG

Property ID: _____

Month/Year: _____ / 20____

#	ZONE/SYSTEM	INSPECTION TASK DESCRIPTION	STATUS
01	Exterior Perimeter	Clear debris from gutters and downspouts; inspect foundation for cracks or moisture.	
02	HVAC Systems	Replace air filters; clear dust from vents and external condenser units.	
03	Plumbing & Leaks	Check under sinks, around toilets, and water heater base for signs of seepage.	
04	Safety Equipment	Test smoke/CO detectors; check fire extinguisher pressure gauges and expiration.	
05	Electrical Panels	Inspect breaker box for heat or odors; test GFCI outlets in kitchen/baths.	
06	Pest Control	Inspect window seals, door sweeps, and attic for entry points or activity.	
07	Lighting	Replace burnt-out bulbs in common areas and verify timer/sensor functionality.	

#	ZONE/SYSTEM	INSPECTION TASK DESCRIPTION	STATUS
08	Appliance Check	Clean refrigerator coils and dryer lint traps/exhaust ducts.	

Additional Observations & Required Actions:

Enter details regarding repairs needed, parts ordered, or contractor follow-ups...

Inspector Signature: _____ Date Completed:
