

NEW HOMEOWNER MAINTENANCE SEQUENCE

Property: _____ Year: 20____

Interval	System & Component	Action Required	Status
MOVE-IN	Safety Systems	Test smoke/CO detectors; replace batteries; check fire extinguisher dates.	
MOVE-IN	Main Shut-offs	Locate and label main water, gas, and electrical breaker panels.	
MONTHLY	HVAC Filtration	Inspect air filters; replace if dust buildup is visible.	
QUARTERLY	Plumbing	Check under sinks for leaks; run water in unused guest baths/sinks.	
QUARTERLY	Exterior Perimeter	Inspect foundation for cracks; check for pest activity or standing water.	
BI-ANNUAL	Water Heater	Flush sediment from tank; inspect the Temperature Pressure Relief valve.	
BI-ANNUAL	Seasonal HVAC	Professional tune-up (Spring for AC / Fall for Furnace).	

Interval	System & Component	Action Required	Status
ANNUAL	Roof & Gutters	Clear debris from gutters; inspect shingles for damage or moss.	
ANNUAL	Dryer Vent	Deep clean lint from the exhaust duct to the exterior wall.	
ANNUAL	Attic & Insulation	Check for moisture, roof leaks, or compressed insulation levels.	

* This chart is a general template. Consult specific appliance manuals for manufacturer-recommended intervals.