

HOME MAINTENANCE SEQUENCE

Property Inspection Log & Annual Cycle

Year: _____

MONTHLY SEQUENCE

DONE	INSPECTION TASK	FINDINGS / ACTION TAKEN
	HVAC Filter Inspection/Replacement	
	Test Smoke & CO Detectors	
	Clean Kitchen Disposal & Drain	
	Inspect Fire Extinguisher Gauges	

QUARTERLY DEEP-DIVE

DONE	INSPECTION TASK	FINDINGS / ACTION TAKEN
	Check Grout/Caulk in Wet Areas	
	Inspect Exterior Siding & Foundation	
	Test GFCIs and AFCI Breakers	
	Inspect Window Seals & Weatherstripping	

BI-ANNUAL / SEASONAL (SPRING & FALL)

DONE	INSPECTION TASK	FINDINGS / ACTION TAKEN
	Gutter & Downspout Clearance	
	Roof Condition & Shingle Inspection	

DONE	INSPECTION TASK	FINDINGS / ACTION TAKEN
	Flush Water Heater (Sediment Removal)	
	Inspect Sump Pump Functionality	
	Deep Clean Dryer Vent & Exhaust Duct	

ANNUAL CRITICAL CHECKS

DONE	INSPECTION TASK	FINDINGS / ACTION TAKEN
	Septic/Sewer Line Inspection	
	Termite & Pest Infestation Check	
	Chimney & Flue Structural Integrity	