

PROPERTY MAINTENANCE SEQUENCE

Annual Preventive Inspection Checklist

PROPERTY: _____ YEAR: 20____ INSPECTOR:

Season	Sequence	Maintenance Task Description	Status
SPRING	Exterior Shell	Inspect roof shingles, clear gutters, and check siding for winter damage.	
	Landscaping	Service lawnmower, clear fallen branches, and turn on exterior water valves.	
	HVAC Prep	Clean A/C condenser coils and replace furnace filters.	
SUMMER	Surfaces	Power wash deck/patio; inspect driveway for cracks or sealing needs.	
	Safety	Test smoke and carbon monoxide detectors; check fire extinguishers.	
	Pest Control	Inspect foundation for termite tubes or ant activity.	

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FALL	Winterization	Drain exterior spigots and sprinkler systems; blow out lines.	
	Heating	Professional furnace calibration and chimney sweep inspection.	
	Insulation	Check weatherstripping on doors and windows; attic insulation levels.	
WINTER	Plumbing	Monitor pipes in unheated areas; flush water heater to remove sediment.	
	Electrical	Inspect visible wiring and main panel; test GFCIs.	
	Interior	Deep clean exhaust fans; check grout/caulk in wet areas.	

Additional Inspector Notes / Required Repairs: