

RESIDENTIAL MAINTENANCE INSPECTION

Comprehensive Sequence Chart

Date: _____ | Property ID: _____

PHASE 1: EXTERIOR & BUILDING ENVELOPE SEASONAL: SPRING/FALL

COMPONENT	ACTION ITEMS	CONDITION
Roofing & Flashings	Check for loose shingles, wear, and debris. Inspect valley flashings.	
Gutters/Downspouts	Clear blockages; ensure 4ft+ diversion from foundation.	
Siding & Trim	Inspect for moisture penetration, rot, or pest entry points.	
Foundation Perimeter	Verify soil grading (sloped away) and check for settlement cracks.	

PHASE 2: MECHANICAL, ELECTRICAL & PLUMBING FREQUENCY: BI-ANNUAL

COMPONENT	ACTION ITEMS	CONDITION
HVAC Systems	Replace filters; clean condenser coils; check condensate lines.	
Water Heater	Inspect for corrosion; test T&P valve; flush sediment (Annual).	
Electrical Panel	Check for heat discoloration; exercise breakers; verify labeling.	

COMPONENT	ACTION ITEMS	CONDITION
Sump Pump	Test float switch; verify battery backup and discharge flow.	

PHASE 3: INTERIOR & SAFETY SYSTEMS FREQUENCY: QUARTERLY

COMPONENT	ACTION ITEMS	CONDITION
Life Safety	Test Smoke/CO detectors; check Fire Extinguisher pressure.	
Wet Areas	Inspect caulk/grout in showers; check supply lines under sinks.	
Attic/Crawlspace	Check for insulation displacement, moisture, or ventilation blocks.	
Windows/Doors	Verify seals; lubricate hinges/tracks; check weatherstripping.	

INSPECTOR NOTES & PRIORITY REPAIRS