

# HOME SYSTEMS AUDIT

Comprehensive Annual Maintenance & Safety Checklist

Date: \_\_\_\_\_  
Auditor: \_\_\_\_\_

| SYSTEM CATEGORY                     | INSPECTION TASK                                  | STATUS | FINDINGS / ACTION REQUIRED |
|-------------------------------------|--|--------|----------------------------|
| <b>HVAC &amp; Air Quality</b>       |  |        |                            |
| Heating/Cooling                     | Inspect filters, clear debris from external unit |        |                            |
| Ductwork                            | Check for leaks, dust buildup, or obstructions   |        |                            |
| <b>Plumbing &amp; Water Systems</b> |  |        |                            |
| Water Heater                        | Check for corrosion, flush sediment if required  |        |                            |
| Pipes & Fixtures                    | Monitor water pressure and check for slow leaks  |        |                            |
| <b>Electrical &amp; Safety</b>      |  |        |                            |
| Breaker Panel                       | Labeling accuracy, check for heat or buzzing     |        |                            |

**SYSTEM  
CATEGORY**

**INSPECTION TASK**

**STATUS**

**FINDINGS / ACTION  
REQUIRED**

Alarms

Test Smoke and Carbon Monoxide  
detectors

**Structural & Exterior**

Roof & Gutters

Clear debris, inspect for damaged  
shingles

Windows/Doors

Inspect seals, weatherstripping,  
and locks

**General Observations & Priority Repairs:**

Write additional notes, part numbers, or contractor contact info here...

This document is a reference template for home maintenance tracking.