

# MAINTENANCE CHECKLIST

Residential Preventive Schedule

Property: \_\_\_\_\_ Year: \_\_\_\_\_

FREQUENCY	MAINTENANCE TASK	DONE	DATE
<b>Monthly Tasks</b>			
HVAC	Inspect/Replace furnace filters		_____
Safety	Test smoke and carbon monoxide detectors		_____
Plumbing	Clean garbage disposal and drain traps		_____
<b>Quarterly Tasks</b>			
Exterior	Inspect exterior caulking and weatherstripping		_____
Electrical	Test GFCI outlets and reset breakers		_____
<b>Bi-Annual / Seasonal</b>			
Roofing	Clean gutters and downspouts (Spring/Fall)		_____
Appliance	Vacuum refrigerator coils and dryer vent		_____

FREQUENCY	MAINTENANCE TASK	DONE	DATE
Plumbing	Flush water heater and check for leaks		_____

**ADDITIONAL NOTES & REPAIR LOG**

This document is a general template. Consult local professional services for specific equipment requirements.