

# ROOF & GUTTER MAINTENANCE

Calendar Year: 202\_\_

<b>MAINTENANCE TASK</b>	<b>FREQUENCY</b>	<b>Q1 / Q2 / Q3 / Q4</b>
Debris Removal (Gutters/Downspouts)	Bi-Annually (Spring/Fall)	
Visual Shingle/Tile Inspection	After Severe Storms	
Check Flashing & Sealants	Annually	
Inspect Attic for Leaks/Mold	Quarterly	
Trim Overhanging Branches	Annually	
Clear Roof Valleys & Vents	Bi-Annually	

## MAINTENANCE NOTES & REPAIRS

Template for residential property maintenance record keeping.