

# SEASONAL MASTER CLEANING

ANNUAL REVIEW SCHEDULE

YEAR: 20\_\_\_\_

SEASON	CORE MAINTENANCE TASKS	DONE	REVIEW NOTES
<b>SPRING</b>	Deep clean carpets, wash windows/screens, dust ceiling fans, declutter garage.		<i>Check filters</i>
<b>SUMMER</b>	Clean outdoor furniture, pressure wash deck, service AC unit, tidy pantry.		<i>Check grill</i>
<b>AUTUMN</b>	Clean gutters, sweep chimney, flip mattresses, organize coat closet.		<i>Exterior paint</i>
<b>WINTER</b>	Deep clean appliances, vacuum behind coils, sanitize trash bins, organize digital files.		<i>Smoke alarms</i>
<b>ANNUAL</b>	Professional HVAC service, hot water heater flush, inspect roof/siding.		<i>Audit insurance</i>

SYSTEMATIC REVIEW COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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