

BI-ANNUAL HOME MAINTENANCE SCHEDULE

PROPERTY:

YEAR: 20

SESSION 1: SPRING / SUMMER (MARCH - AUGUST)

DONE	TASK DESCRIPTION	DATE COMPLETED
	Service HVAC system & replace air filters	
	Inspect roof for damage or missing shingles	
	Clean gutters and downspouts	
	Check window seals and repair damaged screens	
	Inspect exterior siding and touch up paint	
	Test smoke and carbon monoxide detectors	

SESSION 2: FALL / WINTER (SEPTEMBER - FEBRUARY)

DONE	TASK DESCRIPTION	DATE COMPLETED
	Flush water heater and check pressure valve	
	Inspect fireplace and sweep chimney	
	Winterize outdoor faucets and irrigation	

DONE

TASK DESCRIPTION

DATE COMPLETED

Check attic insulation and ventilation

Test sump pump and check basement for leaks

Vacuum refrigerator coils and dryer vents

MAINTENANCE NOTES

Additional repairs, contractor contacts, or parts required: