

# HOMEOWNER PROPERTY MAINTENANCE SCHEDULE

Property Address: \_\_\_\_\_ Year: 20\_\_\_\_

DONE	MAINTENANCE TASK	FREQUENCY	LAST COMPLETED
<b>Quarterly Tasks</b>			
	Replace HVAC Air Filters	Every 90 Days	
	Test Smoke & CO Detectors	Every 90 Days	
	Clean Kitchen Range Hood Filters	Quarterly	
<b>Biannual Tasks (Spring &amp; Fall)</b>			
	Clean Gutters and Downspouts	Semi-Annual	
	Inspect Exterior Siding & Caulk	Semi-Annual	
	Flush Water Heater (Sediment Removal)	Semi-Annual	

DONE	MAINTENANCE TASK	FREQUENCY	LAST COMPLETED
<b>Annual Tasks</b>			

Service HVAC System (Professional)	Annually	
Inspect Roof for Leaks/Damage	Annually	
Pump Septic Tank (If applicable)	Annual Check	
Clean Dryer Vent Ductwork	Annually	

**MAINTENANCE NOTES**