

INTERIOR HOME MAINTENANCE

Annual Checklist & Schedule

MONTHLY ROUTINE

DONE	TASK DESCRIPTION	COMPLETION DATE
	Test smoke and carbon monoxide detectors	
	Inspect HVAC filters (replace if dirty)	
	Clean garbage disposal and sink drains	

QUARTERLY TASKS

	Check water softener salt levels	
	Run water in unused sinks/toilets	
	Clean range hood filters	

BI-ANNUAL (SPRING & FALL)

	Deep clean carpets and upholstery	
	Vacuum refrigerator coils	
	Test water heater pressure relief valve	
	Replace batteries in all detectors	

ANNUAL DEEP MAINTENANCE

Professional HVAC system service

Inspect attic insulation and ventilation

Clean dryer vent ductwork

Check for plumbing leaks under cabinets

Notes:
