

# PROPERTY MAINTENANCE SCHEDULE

Annual Preventative Care Checklist

Year: 20\_\_\_\_

Address: \_\_\_\_\_

FREQUENCY	MAINTENANCE TASK	COMPLETED
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## MONTHLY RECURRING

Monthly	HVAC Filter Inspection / Replacement	
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Monthly	Test Smoke & Carbon Monoxide Detectors	
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Monthly	Clean Kitchen Disposal & Range Hood Filters	
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## SPRING (MARCH - MAY)

Quarterly	Clean Gutters and Downspouts	
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Annual	Air Conditioning System Professional Service	
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Annual	Inspect Roof Shingles & Flashing	
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**FREQUENCY**

**MAINTENANCE TASK**

**COMPLETED**

**FALL (SEPTEMBER - NOVEMBER)**

Annual

Heating System / Furnace Tune-up

Annual

Flush Water Heater & Inspect Anode Rod

Annual

Inspect Fireplace Chimney & Damper

**BI-ANNUAL / SEMI-ANNUAL**

6 Months

Deep Clean Dryer Vent & Exhaust Duct

6 Months

Test Sump Pump Operation

6 Months

Check Window/Door Seals &  
Weatherstripping

**Notes / Observations:**