

STRUCTURAL MAINTENANCE SCHEDULE

YEAR: 20____

MAINTENANCE TASK	FREQUENCY	STATUS	DATE COMPLETED
Exterior & Building Envelope			
Inspect roof for damaged/missing shingles	Bi-Annual		
Clean gutters and downspouts	Seasonal		
Inspect foundation walls for cracks/settling	Annual		
Check window/door caulking and seals	Annual		
Internal Structural Systems			
Inspect attic for leaks or mold signs	Seasonal		
Check basement/crawlspace for moisture	Quarterly		
Inspect visible floor joists and beams	Annual		
Critical Safety Systems			

MAINTENANCE TASK	FREQUENCY	STATUS	DATE COMPLETED
Test smoke and carbon monoxide detectors	Monthly		
Service HVAC system (Filter replacement)	Quarterly		
Inspect water heater for leaks/corrosion	Annual		

Maintenance Notes & Observations: