

HOME MAINTENANCE LOG

Property Address: _____

Year: 20____

DONE	MAINTENANCE TASK	FREQUENCY	LAST SERVICE DATE	CONTRACTOR / NOTES
HVAC & ENERGY SYSTEMS				
	Replace HVAC Filters	Quarterly		
	AC Unit Professional Tune-up	Annual (Spring)		
	Furnace/Heating Inspection	Annual (Fall)		
	Clean Dryer Vent Duct	Annual		
SAFETY & PLUMBING				

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Test Smoke/CO Detectors

Monthly

Flush Water Heater

Annual

Inspect Sump Pump

Bi-Annual

EXTERIOR & STRUCTURE

Clean Gutters & Downspouts

Bi-Annual

Inspect Roof & Flashing

Annual

Check Foundation Cracks

Bi-Annual

DONE	MAINTENANCE TASK	FREQUENCY	LAST SERVICE DATE	CONTRACTOR / NOTES
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	Seal Deck/Fence	Every 2-3 Yrs		
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ADDITIONAL NOTES

Document for record-keeping purposes only.