

# MASTER HOME MAINTENANCE SCHEDULE

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

FREQUENCY	MAINTENANCE TASK	JAN	APR	JUL	OCT
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## HVAC & ENERGY

Monthly	Inspect/Replace HVAC Air Filters				
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Bi-Annual	Professional A/C & Heating Tune-up				
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Annual	Clean Dryer Vent and Exhaust Duct				
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## PLUMBING & WATER

Quarterly	Test Sump Pump / Inspect for Leaks				
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Annual	Flush Water Heater (Sediment Removal)				
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Seasonal	Winterize/De-winterize Outdoor Spigots				
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### **EXTERIOR & STRUCTURE**

Bi-Annual	Clean Gutters and Downspouts				
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Annual	Inspect Roof for Damaged Shingles				
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Annual	Check Siding/Paint and Exterior Caulking				
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### **SAFETY**

Bi-Annual	Test Smoke & CO Detectors (Change Batteries)				
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Annual	Inspect Fire Extinguishers (Pressure/Date)				
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Note: This schedule is a general guide. Refer to specific manufacturer manuals for local appliance requirements.