

HOME MAINTENANCE CHECKLIST

Routine Preservation & Safety Inspection

Service Year: 20____

STATUS	MAINTENANCE TASK	FREQUENCY	DATE / NOTES
QUARTERLY & SEASONAL			
	Replace HVAC Air Filters	Quarterly	
	Test Smoke & CO Detectors	Quarterly	
	Clean Gutters and Downspouts	Semi-Annual	
	Inspect Roof for Damage/Leaks	Semi-Annual	
ANNUAL SYSTEMS CHECK			
	Flush Water Heater (Sediment Removal)	Annual	
	Service HVAC System (Professional)	Annual	
	Clean Dryer Vent Ducting	Annual	
	Inspect Window Seals & Caulking	Annual	
EXTERIOR & GROUNDS			

STATUS	MAINTENANCE TASK	FREQUENCY	DATE / NOTES
	Inspect Siding and Exterior Paint	Annual	
	Check Foundation for Cracks/Settling	Annual	
	Prune Trees/Shrubs away from Structure	Seasonal	

Note: Perform safety inspections immediately following severe weather events. Always hire licensed professionals for electrical and structural repairs.