

PROPERTY MAINTENANCE LOG

Annual Preventative Checklist

Address: _____
Year: 20____

DONE	MAINTENANCE TASK	FREQUENCY	LAST SERVICE DATE
HVAC & Energy			
	Replace HVAC air filters	QUARTERLY	
	Service AC unit and furnace	BI-ANNUAL	
	Clean dryer vent line	ANNUAL	
Exterior & Seasonal			
	Clean gutters and downspouts	BI-ANNUAL	
	Inspect roof for damage/leaks	ANNUAL	
	Test sprinkler system / Winterize	SEASONAL	

DONE	MAINTENANCE TASK	FREQUENCY	LAST SERVICE DATE
Safety & Plumbing			

Test smoke/CO detectors (replace batteries)
BI-ANNUAL

Flush water heater sediment
ANNUAL

Inspect plumbing for leaks under sinks
QUARTERLY

Additional Notes: