

HOME MAINTENANCE & REPAIR LOG

Property Address: _____ Year: 20____

SYSTEM / AREA	MAINTENANCE TASK	FREQUENCY	PRIORITY	DATE COMPLETED
Exterior & Structure				
Roofing	Inspect shingles and flashing	Annual	High	_____
Gutters	Clean debris and check downspouts	Bi-Annual	Medium	_____
Foundation	Check for cracks or water pooling	Annual	High	_____
HVAC & Plumbing				
AC / Furnace	Replace air filters	Quarterly	High	_____
Water Heater	Flush tank to remove sediment	Annual	Medium	_____
Sump Pump	Test operation and backup battery	Bi-Annual	High	_____
Safety & Interior				

SYSTEM / AREA	MAINTENANCE TASK	FREQUENCY	PRIORITY	DATE COMPLETED
Smoke Alarms	Test and replace batteries	Bi-Annual	High	_____
Dryer Vent	Clean lint build-up from ducting	Annual	Medium	_____
Windows/Doors	Check weatherstripping and seals	Annual	Low	_____

Notes & Contractor Contacts