

# HOME SYSTEMS SERVICE CHART

Essential Maintenance Log

Year: \_\_\_\_\_

SYSTEM	TASK DESCRIPTION	FREQUENCY	LAST SERVICE	DONE
<b>HVAC</b>	Replace air filters & clean vents	<b>Quarterly</b>	_____	
<b>Plumbing</b>	Flush water heater & check for leaks	<b>Annually</b>	_____	
<b>Electrical</b>	Test GFCI outlets & smoke alarms	<b>Monthly</b>	_____	
<b>Roofing</b>	Clear gutters & inspect shingles	<b>Bi-Annually</b>	_____	
<b>Appliances</b>	Clean refrigerator coils & dryer vent	<b>Bi-Annually</b>	_____	
<b>Exterior</b>	Inspect foundation & window seals	<b>Annually</b>	_____	

ADDITIONAL NOTES & CONTRACTOR CONTACTS