

# PREVENTIVE HOME CARE

Maintenance & Inspection Action Chart

Location: \_\_\_\_\_

<b>Done</b>	<b>Category</b>	<b>Action Item</b>	<b>Frequency</b>
	<b>HVAC</b>	Replace air filters and clear debris from outdoor AC unit.	<i>Quarterly</i>
	<b>Plumbing</b>	Check under sinks for leaks and test sump pump operation.	<i>Bi-Annually</i>
	<b>Safety</b>	Test smoke/CO detectors and check fire extinguisher pressure.	<i>Monthly</i>
	<b>Exterior</b>	Clean gutters, downspouts, and inspect roof shingles.	<i>Seasonal</i>
	<b>Appliances</b>	Vacuum refrigerator coils and clean dryer vent lint path.	<i>Bi-Annually</i>
	<b>Water</b>	Flush water heater to remove sediment and inspect anode rod.	<i>Annually</i>
	<b>Sealing</b>	Inspect window caulking and weather stripping for drafts.	<i>Annually</i>

Keep this chart in a visible location. Consult professional contractors for complex repairs.