

# QUARTERLY PROPERTY MAINTENANCE

Address: \_\_\_\_\_

Period: Q1 | Q2 | Q3 | Q4 Year: \_\_\_\_\_

CATEGORY	REQUIRED TASKS	DONE	DATE	NOTES / OBSERVATIONS
<b>HVAC &amp; Air Quality</b>	â€¢ Replace air filters (furnace/AC) â€¢ Clean dryer vent and lint trap â€¢ Inspect heat pump / condenser coils		____/____	
<b>Safety Systems</b>	â€¢ Test smoke & CO detectors â€¢ Check fire extinguisher pressure â€¢ Inspect outdoor lighting/security		____/____	
<b>Plumbing &amp; Water</b>	â€¢ Check for under-sink leaks â€¢ Flush water heater (sediment removal) â€¢ Inspect toilet seals & fill valves		____/____	
<b>Exterior &amp; Grounds</b>	â€¢ Clean gutters and downspouts		____/____	

CATEGORY	REQUIRED TASKS	DONE	DATE	NOTES / OBSERVATIONS
<b>Interior General</b>	<ul style="list-style-type: none"> <li>â€¢ Inspect roof for damaged shingles</li> <li>â€¢ Check foundation for cracks/pests</li> </ul>			
	<ul style="list-style-type: none"> <li>â€¢ Lubricate door hinges &amp; locks</li> <li>â€¢ Inspect window caulking/seals</li> <li>â€¢ Check for signs of mold or moisture</li> </ul>		____ / ____	

**Inspector Signature:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_  
 \_\_\_\_\_