

MAINTENANCE LOG

Residence Maintenance Record • 2024

Location: _____

MAINTENANCE TASK	FREQUENCY	LAST SERVICE	STATUS
HVAC & Energy			
Replace HVAC Air Filters	Quarterly		
Clean Dryer Vent & Exhaust	Bi-Annual		
Water Heater Flush	Annual		
Safety & Security			
Test Smoke/CO Detectors	Monthly		
Inspect Fire Extinguishers	Bi-Annual		
Exterior & Structure			
Clean Gutters & Downspouts	Bi-Annual		
Inspect Roof & Flashing	Annual		

MAINTENANCE TASK	FREQUENCY	LAST SERVICE	STATUS
Sump Pump Testing	Quarterly		
Kitchen & Appliances			
Clean Dishwasher Filter	Monthly		
Refrigerator Coil Cleaning	Bi-Annual		

Notes & Contractor Contacts: