



<b>Monthly Maintainance</b>	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Notes
HVAC Filters, Change or clean filter, clean grills													
Check Fire extinguisher to see it is fully charged													
Garbage Disposal, Flush with hot water and baking soda													
Check Toilets for leaks inside and outside of the bowl													
Faucets/Hose bibs, Check for leakage													
Clean Sink/tub stoppers and check for leaks and drainage													
Test GFCI outlets with their test button													
Test AFCI Breakers with test button (Homes built after 2000)													
Vent Hood Check and clean Range hood grease filter													
<b>Every 6 Months Maintainance</b>	Spring	Spring	Spring	Spring					Fall	Fall	Fall		
Smoke and Carbon Monoxide Detectors Check Batteries, test with button													
Check Lamp cords and plugs, change at the first sign of damage													
Sinks, Tubs, Showers, Check and caulk around tubs, showers, sinks													
Garbage disposal, Dishwasher, Washing Machine, check hoses & connections													
Gutters and Downspouts: Clean them, check drainage													
Exterior siding, Check siding and trim for cracks, damage. Repair as needed													
Doors/ Windows, Lubricate all moving parts, check weather stripping													
Gates, check latches and automatic closures on pool fences													
Garage Door, check auto reverse operation and lubricate moving parts													
Clothes Dryer Clean lint from ducts and surrounding areas													
Range Hood Clean fan blades and housing													
Ceiling Fans, clean blades & housing and check operation/balance													
Vents/Louvers Check for restrictions (Birds nests)													
Grading/Drainage Check planters and slope away from building													
Termites Look for signs of subterranean termites around the foundation													
Door to Garage from house, Does it close and seal by itself to stop CO (gases)													



<b>Annual Maintenance</b>	Jan	Feb	March	April	June	July	Aug	Sept	Oct	Nov	Dec
<b>HVAC</b> Have system serviced by a professional (Early Spring or late fall)											
<b>Evaporative Cooler</b> , Clean and Service (Early Spring)											
<b>Roof</b> , Inspect surface, flashing, eaves, soffits for damage, Remove debris											
<b>Exterior Doors/Thresholds/Windowsills</b> , Caulk perimeter, tighten trim											
<b>Water Heater</b> , Inspect connections and drain/flush											
<b>Chimney</b> , Clean and Inspect, check Damper											
<b>Driveway/Sidewalks</b> Check for erosion and trip hazards											