



## Home Maintenance Checklist

SPRING	RESPONSIBLE	DATE COMPLETED
Wash outside windows and siding		
Clean gutters and downspouts		
Test Smoke Detectors		
3 Hours customer choice		
Air Conditioning system serviced		
Get the grill ready for cooking		
Re-seal the deck, fence, and other outdoor woodwork		
Replace HVAC filters		
Inspect fire extinguishers		
Clean the range hood filter		
Check screen doors and windows		
Carpet cleaning (1 room included)		
Replace Refrigerator air/water filter		

SUMMER	RESPONSIBLE	DATE COMPLETED
Test smoke detectors		
*3 hours of customers choice		
Exterior paint touch-ups		
Clean dryer vent		
Clean refrigerator coils		
Clean bathroom vent fans		
Test your home alarm		
Wash the trash barrel and recycle bin		
Replace HVAC filters		
Inspect fire extinguishers		
Clean the range hood filters		
Replace refrigerator air/water filters		

FALL	RESPONSIBLE	DATE COMPLETED
Schedule a heating system service		
Schedule a chimney sweep		
Put outdoor furniture and grill into storage		
Seal around windows and doors		
Cover/insulate hose bibs		
Winterize sprinkler system		
Ensure exposed pipes/hoses are well insulated		

Inspect/Replace outside bulbs		
Clean gutters and downspouts		

<b>FALL (continued)</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
Test smoke detectors		
*3 hours of customers choice		
Replace HVAC filters		
Inspect fire extinguishers		
Clean the range hood filter		
Replace refridgerator air/water filter		

<b>WINTER</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
Prepare for a storm		
Make sure your entryways are protected		
Inspect attic (insulation/roof)		
Protect your AC unit with a cover		
Inspect steps and handrails are safe and secure		
Install storm windows and doors		
Test smoke detectors		
*3 hours of customers choice		
Replace HVAC filters		
Inspect fire extinguishers		
Clean the range hood filter		
Replace refridgerator air/water filter		
Clean dishwasher and disposal		

<b>Annual inspection w/report</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
Inspect driveway and other exterior concrete pathways		
Inspect your sprinkler heads, test the irrigation system		
Inspect roof and chimney for any damage or leaks		
Inspect Paint on house siding and trim		
Inspect crawl space under house		
Inspect attic & vents		
Inspect gutters and facia boards		
Inspect windows and doors		
Inspect decks and out-buildings		
check date on smoke detectors		
*3 hours of customers choice		
Replace HVAC filters		
Inspect fire extinguishers		
Clean the range hood filter		
Replace refridgerator air/water filter		
Inspect water heater (gen. condition / exp. Date)		

\* Total time is 3 hours per 12 month cycle, chosen at customers availability, and scheduled in advance.