

CONTRACTOR CONTACTS

Name	Service
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Address	
Email	

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Year _____

■ *Monthly*

- Clean or replace HVAC filters
- Clean kitchen drain/garbage disposal
- _____
- _____
- _____
- _____

Date

■ *Spring*

- Install fresh batteries in smoke and carbon monoxide detectors
- Test and dust all detectors
- Inspect bathroom and kitchen caulk; recaulk as needed
- Vacuum refrigerator coils
- Schedule air conditioning inspection
- Check fire extinguishers
- Clean kitchen exhaust hood and filter
- Clean and seal deck (if needed)
- Inspect exterior paint and touch up as needed
- Inspect siding/masonry for damage
- Remove storm windows, and install screens
- Repair/replace damaged window screens
- Inspect roof for damage
- Inspect attic for leaks
- Inspect outdoor play equipment
- Clean gutters
- Prune spring-flowering shrubs after they bloom
- Prune summer-flowering shrubs before they bloom
- Schedule yearly septic tank inspection
- _____
- _____
- _____
- _____

Date

■ *Summer*

- Clean kitchen exhaust hood and filter
- Vacuum refrigerator coils
- Reverse ceiling fans
- Inspect foundation for drainage problems
(clogged downspouts, grading issues, etc.)
- Inspect basement/crawl space for moisture issues
- Inspect for insect activity (termites, ants, wood bees, etc.)

Date

Continued on next page.

Home Maintenance Checklist

Home Maintenance Checklist

■ Summer, cont'd.

Date

- _____
- _____
- _____
- _____

■ Fall

- Install fresh batteries in smoke and carbon monoxide detectors
- Test and dust all detectors
- Check fire extinguishers
- Clean kitchen exhaust hood and filter
- Drain sediment from hot water heater
- Vacuum refrigerator coils
- Insulate exposed pipes as needed
- Schedule furnace inspection
- Remove (or cover) window air conditioners
- Have chimneys and flues inspected and cleaned
- Remove screens and install storm windows
- Turn off outdoor water supply, and store hoses
- Inspect roof for damage
- Clean gutters
- Inspect caulk around windows and doors; recaulk as needed
- Trim trees and shrubs away from house
- Inspect deck for any nails or screws that may be popping up
- Cover or store outdoor furniture
- _____
- _____
- _____
- _____

■ Winter

- Clean kitchen exhaust hood and filter
- Test GFCI outlets
- Vacuum refrigerator coils
- Clean dryer vent
- Check sinks and toilets for leaks
- Inspect hoses on washing machine, dishwasher & icemaker for leaks
- Change direction of ceiling fans
- Test sump pump
- _____
- _____
- _____
- _____