

Home Maintenance Schedule

Interior		Date Last Completed			
Heating and Cooling	Clean and replace filters if necessary. Service annually.				
Cooling System	Remove debris from around unit and clean with garden hose.				
Kitchen Exhaust Fan	Remove and clean filter. Clean grease deposits from fan housing.				
Refrigerator & Freezer	Clean dust from top. Clean and defrost freezer if necessary.				
Refrigerator Coils	Vacuum dust from coils. Wipe down cover.				
Oven	Clean oven and racks.				
Water Softener	Add salt or change filter.				
Ceiling Fans	Clean and dust fan blades and lights.				
Dryer	Clean lint from dryer vent.				
Carbon Monoxide Detector	Test and replace batteries.				
Smoke Detector	Test and replace batteries.				
Fireplace	Inspect flues. Clean if necessary. Inspect brick and mortar for damage.				
Exterior		Date Last Completed			
Windows	Clean.				
Roof	Check for leaks. Check for damaged, loose, or missing shingles.				
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks.				
Gutters and Downspouts	Clean and check for leaks, misalignment, or damage. Remove debris.				
Septic System	Examine drain field for flooding and odor. Have tank pumped yearly.				
Grill	Clean grill racks and interior. Empty grease drip pan.				
Lawn and Patio Furniture	Clean and store or cover with weatherproof material during winter.				
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.				
Landscaping	Trim shrubs at least 3 inches away from house. General upkeep.				
Lawn Equipment & Tools	Maintain. Change oil and filters. Clean and lubricate.				
Concrete and Asphalt	Check for cracks or deterioration. Reseal or repair if necessary.				