

Maintenance Schedule

Fall/Winter (Both Seasons) Year: _____	Spring/Summer (Both Seasons) Year: _____
<input type="checkbox"/> <input type="checkbox"/> test all smoke and carbon monoxide detectors <input type="checkbox"/> <input type="checkbox"/> inspect your fire extinguisher <input type="checkbox"/> <input type="checkbox"/> clean behind/under refrigerator <input type="checkbox"/> <input type="checkbox"/> vacuum refrigerator coils <input type="checkbox"/> <input type="checkbox"/> clean/change range hood filters <input type="checkbox"/> <input type="checkbox"/> put ice in garbage disposal to sharpen blades (use vinegar ice cubes to clean) <input type="checkbox"/> <input type="checkbox"/> water plants (spring through early fall) <input type="checkbox"/> <input type="checkbox"/> defrost and clean refrigerator/freezer; toss out of date products <input type="checkbox"/> <input type="checkbox"/> toss out of date dried and canned goods (flour, rice, pasta, soups, vegetable) <input type="checkbox"/> <input type="checkbox"/> clean all dryer vents	

Fall/Winter: Year: _____	Spring/Summer: Year: _____
Appliances	Appliances
<input type="checkbox"/> winterize lawn mower	<input type="checkbox"/> get propane tank refilled for grill
<input type="checkbox"/> winterize gas grill	<input type="checkbox"/> check lawn sprinkler system before use
<input type="checkbox"/> winterize sprinkler system	<input type="checkbox"/> inspect fire extinguishers
<input type="checkbox"/> close and winterize pool	<input type="checkbox"/> inspect furnace
<input type="checkbox"/> have furnace professionally inspected before first fall use	
<input type="checkbox"/> inspect water heater for leaks	Garden/Yard
<input type="checkbox"/> flush heaters	<input type="checkbox"/> tune up and check oil/gas in lawn mower
	<input type="checkbox"/> fertilize lawn
Garden/Yard	<input type="checkbox"/> divide and transplant perennials
<input type="checkbox"/> clear leaves/branches from ground	<input type="checkbox"/> eliminate insect infestations
<input type="checkbox"/> over seed thin areas of lawn	
<input type="checkbox"/> trim trees in late winter	House Exterior
<input type="checkbox"/> control weeds	<input type="checkbox"/> uncover central AC unit as necessary
<input type="checkbox"/> plant bulbs in fall that flower in spring	<input type="checkbox"/> check outdoor pipes and faucets for leaks

<input type="checkbox"/> check that snow blower works	<input type="checkbox"/> eliminate insect infestations
<input type="checkbox"/> cover bushes/plants during a freeze	<input type="checkbox"/> remove debris from gutters; snake out downspouts
	<input type="checkbox"/> touch up peeling and chipping paint
House Exterior	<input type="checkbox"/> clean off exterior AC unit
<input type="checkbox"/> turn off and flush faucets	<input type="checkbox"/> replace rotted wood on decks/home
<input type="checkbox"/> winterize sprinkler systems	<input type="checkbox"/> reconnect outdoor grill
<input type="checkbox"/> clear water in garden hoses and store away to prevent breakage	<input type="checkbox"/> inspect/reconnect garden hose/sprinkler
<input type="checkbox"/> caulk any air leaks in house	<input type="checkbox"/> check siding/bricks for holes/loose pieces
<input type="checkbox"/> remove debris from gutters; snake out downspouts	<input type="checkbox"/> open pool (clean off/remove pool cover; raise water level; reconnect pool equipment including filter, pump, heater, etc.; turn system on; test pool chemistry; add chemicals as necessary; brush and vacuum pool; run filtration system; shock the pool)
<input type="checkbox"/> stow away summer supplies, e.g. tools, equipment and chemicals	
<input type="checkbox"/> check roof for loose, missing or damaged shingles and leaks	House Interior
<input type="checkbox"/> patch or repair driveway cracks	<input type="checkbox"/> make ceiling fans run counterclockwise
<input type="checkbox"/> remove icicles and ice from exterior cables	<input type="checkbox"/> change furnace air filter
	<input type="checkbox"/> put AC unit back into window as necessary, change AC filter
House Interior	<input type="checkbox"/> check window caulking
<input type="checkbox"/> make ceiling fans run clockwise	<input type="checkbox"/> clean windows and screens
<input type="checkbox"/> get chimney swept	<input type="checkbox"/> power-wash your house and deck
<input type="checkbox"/> remove window AC unit	<input type="checkbox"/> paint or refinish deck
<input type="checkbox"/> fix caulking around showers and bathtubs	<input type="checkbox"/> clean carpets
<input type="checkbox"/> check water softener, add salt	<input type="checkbox"/> check for frayed cords and wires
<input type="checkbox"/> flush toilets/run water in unused bathrooms	<input type="checkbox"/> prune shrubs and trees
<input type="checkbox"/> test sump pump	
<input type="checkbox"/> check all locks work (window and door)	