

Annual Property Maintenance Schedule

Preventive Maintenance Calendar

MONTHLY TASKS

- Test smoke and carbon monoxide detectors
- Check and replace HVAC filters
- Run water in unused spaces
- Check for leaks under sinks
- Test GFCI outlets
- Clear debris from exterior

QUARTERLY TASKS

- Deep clean gutters and downspouts
- Check weather stripping and caulking
- Inspect roof and attic
- Service garage doors
- Drain sediment from water heater
- Professional pest inspection

ANNUAL TASKS

Spring:

- Professional HVAC service
- Power wash exterior
- Service lawn equipment
- Check and repair screens

Summer:

- Inspect and seal driveway/walkways
- Paint touch-ups
- Tree trimming
- Clean dryer vents

Fall:

- Winterize irrigation systems
- Clean chimney
- Inspect heating system
- Seal gaps and cracks

Winter:

- Check insulation levels
- Service snow removal equipment
- Review insurance coverage
- Plan next year's improvements