



Monthly	Responsible	Date Completed
Replenish water softener salt		
Clean garbage disposal		
Test sinks/tubs for clogs/slow draining and repair		
Run water in unused spaces to ensure Ptraps have water to preven sewer gas smell		
Change your HVAC filters (may need to be done monthly or quarterly dendent on it's use and air quality)		
Bi-Annual	Responsible	Date Completed
Change HVAC filters		
Professional HVAC inspection		
Test all alarms (smoke, carbon monoxide, home security)		
Inspect deck/patio for disrepair; clean and repair		
Clean gutters		
Inspect toilets, around dishwasher, inside kitchen/bathroom cabinets		
Change your HVAC filters (may need to be done monthly or quarterly dendent on it's use and air quality)		
Yearly	Responsible	Date Completed
Clean refrigerator coils		
Inspect roof and home exterior		
Inspect fireplace/chimney		
Power wash exterior paved surfaces		
Drain hot water heater(s) to remove sediment		
Deep clean stove hood vent and change filter		
Inspect basement for leaks		
Reseal tile grout		
Deep clean entire home		
Additional	Responsible	Date Completed
Paint and drywall		
Door handles and locks		
Outside spigots and hoses		
Fences		
Windows and screens		
Flooring		
Countertops		
Tile		
Cabinetry		
The attic		