

Home Maintenance Checklist

Task	Frequency	Date Completed
Foundation and Masonry		
<input type="checkbox"/> Inspect foundation for cracks, settling, or water stains.	Twice a year	
<input type="checkbox"/> Check basement for dampness and leakage after wet weather.		
<input type="checkbox"/> Check chimneys, deteriorated chimney caps, loose and missing mortar.		
<input type="checkbox"/> Check masonry joints for signs of deterioration or loose bricks.	Annually	
<input type="checkbox"/> Ensure proper drainage around foundation to prevent water damage.	Annually	
Roofs and Gutters		
<input type="checkbox"/> Examine roof for missing, loose, or damaged shingles.	Annually	
<input type="checkbox"/> Clean gutters, leaders, strainers, window wells, and drains. Be sure downspouts direct water away from foundation.	Twice a year	
<input type="checkbox"/> Cut back tree limbs growing on or over roof.	Annually	
<input type="checkbox"/> Check flashing around chimneys, roof stacks, skylights, chimneys, antenna supports and vents for leaks.		
<input type="checkbox"/> Check vents, louvers and chimneys for birds' nests, squirrels, and insects.		
<input type="checkbox"/> Check fascias and soffits for paint flaking, leakage and decay.		
Exterior Walls		
<input type="checkbox"/> Look for peeling paint, cracks, or signs of moisture penetration.	Annually	
<input type="checkbox"/> Inspect siding and trim for damage or rot.	Annually	
<input type="checkbox"/> Check exterior masonry walls for cracks, looseness, missing or broken mortar. Seal gaps to keep out pests and weather.	Annually	
<input type="checkbox"/> Cut back and trim shrubbery against sidewalls.		
Doors and Windows		
<input type="checkbox"/> Check caulking around doors, windows, corner boards, and joints. Recaulk as needed.	Annually	
<input type="checkbox"/> Check for drafts and ensure weatherstripping is intact.	Annually	
<input type="checkbox"/> Examine glass panes for cracks and frames for rot or damage.	Annually	
<input type="checkbox"/> Lubricate hinges and locks for smooth operation.	Annually	

Task	Frequency	Date Completed
Electrical		
<input type="checkbox"/> Test outlets and switches for proper function.	Annually	
<input type="checkbox"/> Check circuit breakers and replace blown fuses as needed.	As needed	
<input type="checkbox"/> Ensure all electrical cords and appliances are in good condition.	Annually	
Plumbing		
<input type="checkbox"/> Inspect pipes and faucets for leaks or corrosion.	Annually	
<input type="checkbox"/> Test water pressure and drainage in sinks, showers, and toilets.	Annually	
<input type="checkbox"/> Flush water heater to remove sediment buildup.	Annually	
Heating and Cooling		
<input type="checkbox"/> Clean or replace HVAC filters regularly.	Monthly	
<input type="checkbox"/> Inspect vents and ductwork for blockages.	Annually	
<input type="checkbox"/> Schedule annual maintenance for furnace and air conditioner.	Annually	
Interior		
<input type="checkbox"/> Check walls and ceilings for cracks, stains, or mold.	Annually	
<input type="checkbox"/> Test smoke and carbon monoxide detectors.	Twice a year	
<input type="checkbox"/> Inspect flooring for wear or damage.	Annually	
Know the Location Of...		
<input type="checkbox"/> Main water shutoff valve.	Upon move-in	
<input type="checkbox"/> Electrical panel/circuit breaker box.	Upon move-in	
<input type="checkbox"/> Gas shutoff valve (if applicable).	Upon move-in	
<input type="checkbox"/> Fire extinguishers and emergency exits.	Upon move-in	
<input type="checkbox"/> Main Emergency shutoff for the heating system	Upon move-in	