

Customer: _____



Date: _____

Technician: _____

Home Ownership More Enjoyable

Service Checklist

Notes:

Every Visit

Seasonal Services

General	JAN	<ul style="list-style-type: none"> • Clean dishwasher screens/air gaps • Operate all interior water shut off valves
• Check/replace light bulbs**		
• Test smoke/CO detectors		• Change HVAC filters (1 unit)
• Check fire extinguishers	FEB	• Clean refrigerator/freezer coils (1 unit)
• Service doors/hinges/locks		• Replace drinking water filters (1 unit)
• Check window glass/screens	MAR	• Change batteries smoke/CO/thermostat
• Inspect for settlement cracks/pops		• Change ceiling fan direction
Utilities		• Clean bath ventilation fans
• Inspect electric switches/plugs	APR	• Inspect/Uncover exterior hose bib
• Inspect water heater		• Operate all windows/doors
• Test gas fireplace(s) (Oct-Mar)		• Inspect/replace weather stripping
• Inspect firebox (Oct-Mar)		• Change HVAC filters (1 unit)
Kitchen and Bath	MAY	• Inspect/trim branches in contact with house
• Inspect/repair tub/shower caulking*		• Inspect roof
• Inspect/repair sink caulking*		• Inspect gutters
• Inspect/repair grout in showers*		• Inspect attic for animals/leaks
• Inspect/clean drains*	JUN	• Inspect/lubricate garage doors
• Inspect/clean faucets/aerators		• Replace garage opener batteries (need code)
• Inspect/repair toilets*	JUL	• Inspect/replace washer hoses
• Operate/lubricate bath ventilation fans		• Clean dryer vent (1 unit)
• Inspect/repair counter caulking*		• Change HVAC filters (1 unit)
• Inspect/freshen dishwasher (1 unit)	AUG	• Replace drinking water filters
• Inspect/freshen refrigerator (1 unit)	SEP	• Change batteries smoke/CO/thermostat
• Inspect/clean filter ventihood (1 unit)		• Clean bath ventilation fans
• Freshen/sharpen garbage disposal (1 unit)	OCT	• Inspect/replace weather stripping
Exterior		• Change HVAC filters (1 unit)
• Inspect exterior of house	NOV	• Change ceiling fan direction
• Inspect/repair caulking*		• Inspect/Cover exterior hose bib
• Inspect hose bib (outdoor faucet)		• Inspect gutters
• Inspect landscape	DEC	• Clean HVAC return vents
• Inspect garage/shed	ADDITIONAL SERVICES	
• Inspect driveway and walks		• Service HVAC (1 unit annually)

* Limited to minor repairs that can be accomplished during the one hour (man hour) monthly visit.

** Customer provides.

-Oct 2021. List subject to change.-

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