

Monthly Maintenance

| Task | Frequency | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
|------------------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Replace HVAC Filters | 30-60 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test Home Alarms | 30 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clean Air Vents | 30 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clean Heat Registers | 30 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clean Garbage Disposal | 30 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unclog Pipes & Drains | 30 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inspect Sump Pumps | 30 Days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Seasonal Maintenance

| Winter Maintenance | Frequency | Time | Description |
|------------------------------|-----------|----------|---|
| Prepare Accessories | 1x | 30 Mins. | Gather salt, shovels, ice scrapers, snow blowers, roof rakes |
| Cover Air Conditioner | 1x | 30 Mins. | Remove window units and cover independent units |
| Inspect Roof for Ice | As Needed | 10 Mins. | Check for and remove icicles and ice dams to prevent roof damage |
| Maintain Home Hardware | 1x | 10 Mins. | Inspect interior hinges and hardware for damage, loose screws, or improper movement; oil or replace as needed |
| Clean & Reverse Ceiling Fans | 1x | 5 Mins. | Ceiling fans should turn clockwise to push warm air down |

| Spring Maintenance | Frequency | Time | Description |
|----------------------|--------------------|----------|--|
| Inspect Roof | 1x | 15 Mins. | Inspect roofs for damage or loose/missing pieces — repair as needed |
| Inspect Siding | 1x | 15 Mins. | Inspect siding for damage or loose/missing pieces — repair as needed |
| Clean Home Exterior | 1x | 1 Hour | Clean dirt from siding, windows, and screens |
| Inspect & Clean Deck | 1x | 1 Hour | Inspect decks annually for damage and clean decking • Reseal wood decks every one to three years |
| Maintain Yard | 1x | 1 Hour | Remove debris from yard and add fresh mulch and fertilizer to garden beds and lawn • Trim hedges and trees |
| Tune Up Lawn Mower | 1x or As Needed | 1 Hour | Replace air filter, spark plugs, and oil • Sharpen blades every 20-25 hours of use |
| Clean Gutters | 1x | 1 Hour | Clean gutters biannually to remove leaves and debris • Inspect gutters and downspouts for damage |
| Repair Caulking | 1x | 1 Hour | Inspect caulking around windows, tubs, and sinks — repair as needed |

Seasonal Maintenance

| Summer Maintenance | Frequency | Time | Description |
|------------------------------|-----------|-----------|---|
| Maintain Your Garage | 1x | 30+ Mins. | Inspect your garage door for damage and oil the opener, chain, and hinges • Organize tools and clean the garage floor |
| Prevent Insects | 1x | 30+ Mins. | Inspect your home for gaps at entryways • Treat your home and yard for pest prevention |
| Clean & Reverse Ceiling Fans | 1x | 5 Mins. | Ceiling fans should turn clockwise to circulate cool air |
| Clean & Open Pool | 12x | 1 Hour | Deep clean and open your pool for the season • Skim and treat pool weekly • Scrub pool walls monthly |
| Inspect Irrigation | 1x | 1 Hour | Inspect exterior faucets and sprinklers for damage • Clean debris and replace valves as needed |

| Fall Maintenance | Frequency | Time | Description |
|----------------------------|-----------|---------|--|
| Clean Leaves & Yard Debris | 3x | 1 Hour | Rake leaves and remove fallen sticks and debris before first frost |
| Insulate Pipes & Fixtures | 1x | 1 Hour | Shut off exterior faucets and irrigation • Insulate fixtures to prevent damage and leaks |
| Close Pool | 1x | 2 Hour | Clean pool and test/treat water with winterizing chemicals • Drain and remove pump • Cover pool |
| Insulate Entrances | 1x | 1 Hour | Inspect windows and doors for air leaks • Install weather stripping, insulating film, or fresh caulk as needed |
| Inspect & Sweep Fireplaces | 1x | 1 Hour | Professionally clean and inspect fireplace annually |
| Inspect Water Heater | 1x | 1+ Hour | Inspect and service water heaters annually • Flush the tank to prevent sediment buildup |
| Clean Gutters | 1x | 1+ Hour | Clean gutters biannually to remove leaves and debris • Inspect gutters and downspouts for damage |