

✓ Every Month

- ☐ Change Air filters
- ☐ Change Humidifier Filter
- ☐ Pour bacterial treatment down all plumbing drains
- ☐ Add water to all plumbing fixture p traps rarely used
- ☐ Add salt to the water softeners
- ☐ Clean the garbage disposal by grinding ice cubes
- ☐ Check outdoor lighting around the home for security

Notes

✓ Every Spring and Fall

- ☐ Semi-Annual Tuneups. Clean coils. Clear and Treat Drains
- ☐ Clean Electrostatic Filter Cells
- ☐ Turn off Water to Humidifier in Summer and turn on Water in the Winter
- ☐ Clean gutters especially above the outdoor unit
- ☐ Clean leaves in and around the outdoor unit
- ☐ Clean aerators, shower heads,
- ☐ Replace water filters and fridge filters
- ☐ Check crawl space/basement for leaks and pests
- ☐ Clean water softener
- ☐ Test GFI receptacles
- ☐ Clean the dishwasher and clothes washer and filters
- ☐ Check attic for roof leaks and pests
- ☐ Have an exterminator spray/treat your home

Notes

✓ Every Year

- ☐ Pictures of everything after completion
- ☐ Change Thermostat Batteries
- ☐ Change Smoke and CO Detector Batteries
- ☐ Check UV Light Bulb
- ☐ Change Humidifier Pad
- ☐ Check Surge Protectors
- ☐ Have heat exchanger checked
- ☐ Trim back bushes around outdoor unit
- ☐ Check condensate pump
- ☐ Clean filter grills, vents, and bath exhaust fan covers
- ☐ Flush water heaters and check for leaks
- ☐ Clean Toilet tanks
- ☐ Check/repair toilet flappers and faucet drips
- ☐ Clean fridge coils
- ☐ Winterize Summer fixtures before Winter
- ☐ Have chimney cleaned
- ☐ Clean Dryer and dryer vent
- ☐ Change battery in security cameras and door bells
- ☐ Have all gas appliances cleaned/inspected

Notes

✓ Every 5 years

- ☐ Check Chimneys/Flu vents for damages
- ☐ Replace Smoke/CO Detectors
- ☐ Replace fire extinguisher
- ☐ Have the septic tank pumped out
- ☐ Have all gas lines inspected for leaks or wear and tear

Notes

