

SPRING DATE: Test and dust all fire and carbon monoxide detectors Install fresh batteries in all detectors Cover or remove all porch furniture pre-pollen Give deck/porch a deep clean post-pollen Schedule air conditioning inspection Check fire extinguishers Clean kitchen exhaust hood and filter Inspect exterior for damage - brick and trim Inspect exterior paint and touch up as needed Inspect roof for repairs Look for any ceiling water stains Inspect attic for leaks Clean gutters **SUMMER** Clean kitchen exhaust hood and filter Vacuum refrigerator coils Reverse ceiling fans Inspect foundation for drainage problems (clogged downspouts, grading issues, etc.) Inspect basement for moisture issues Inspect for insect activity FALL Test and dust all fire and carbon monoxide detectors Install fresh batteries in all detectors Check fire extinguishers Clean kitchen exhaust hood and filter Drain sediment from hot water heater Vacuum refrigerator coils Schedule heating inspection Have chimneys and flues inspected and cleaned Turn off outdoor water supply and store hoses Inspect roof for damage Inspect caulk around windows & doors, re-caulk Trim trees and shrubs away from house Clean gutters WINTER Clean kitchen exhaust hood and filter Vacuum refrigerator coils Clean dryer vent Check sinks and toilets for leaks Inspect hoses on washing machine, dishwasher & ice

Check direction of ceiling fans

Test sump pump





MONTHLY Date: Clean and replace HVAC filters Clean kitchen drain and garbage disposal ADDITIONAL



