**Monthly Maintenance Plan**

**Month: \_\_\_\_\_\_\_ Year: \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Maintenance Tasks** | **Notes** |
| ▢ | Interior and Exterior Pest Control |  |
| ▢ | Inspect Playground Equipment |  |
| ▢ | Inspect Fire Extinguishers |  |
| ▢ | Inspect Roof, Clear Debris from Surfaces and Drains |  |
| ▢ | Clean and Update Security Cameras |  |
| ▢ | Check Interiors for Damages, Make Repairs |  |
| ▢ | Check Exteriors for Damages, Make Repairs |  |
| ▢ | Clean Light Fixtures, Replace Bulbs if Needed |  |
| ▢ | Check Pump Sump if Operational |  |
| ▢ | Clean Walkways, Repair if Needed |  |

**Annual Maintenance Plan**

 **Year: \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Maintenance Tasks** | **Notes** |
| ▢ | Repaint Doors, Windows, Siding as Needed |  |
| ▢ | Recaulk Windows if Needed |  |
| ▢ | Pressure Wash Decks, Stairs |  |
| ▢ | Inspect Foundation for Cracks or Damage |  |
| ▢ | Professional Cleaning of Floors and Carpets |  |
| ▢ | Clean Laundry Dryer Vents |  |
| ▢ | Clean Interior, Exterior, and Behind Appliances |  |
| ▢ | Service Fire Alarms, Fire Extinguishers, Sprinklers, Smoke Detectors |  |
| ▢ | Professional Backflow Testing  |  |
| ▢ | Replace HVAC Air Filters |  |
| ▢ | Inspect, Clean, and Repair Sump Pump |  |
| ▢ | Clean Parking Lots, Retripe and Reseal as Needed |  |
| ▢ | Clean and Inspect Fences, Repair as Needed |  |

**Spring Maintenance Plan**

 **Year: \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Maintenance Task** | **Notes** |
| ▢ | Wash Window Exteriors |  |
| ▢ | Wash Siding and Trim, Repair if Needed |  |
| ▢ | Inspect Roof Condition, Repair if Needed |  |
| ▢ | Clean Gutters and Downspouts |  |
| ▢ | HVAC Maintenance |  |
| ▢ | Inspect Driveways, Walkways, Parking Lots |  |
| ▢ | Test Irrigation System, Inspect Sprinkler Heads |  |
| ▢ | Repair Screens on Doors and Windows if Needed |  |
| ▢ | Reseal Wooden Deck, Fences |  |
| ▢ | Lawn Maintenance, Apply Pre-Emergent |  |
| ▢ | Clean Exhaust Vents |  |
| ▢ | Clean Pool Area, Prepare for Use |  |
| ▢ | Wax Floors in Common Areas |  |
| ▢ | Dry Clean Curtains and Drapes |  |

**Summer Maintenance Plan**

 **Year: \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Maintenance Task** | **Notes** |
| ▢ | Mulch All Landscape Beds |  |
| ▢ | Fertilize Green Spaces |  |
| ▢ | Remove Dead Parts, Broken Branches of Trees, Shrubs |  |
| ▢ | Touchup Painting for Exteriors |  |
| ▢ | HVAC Cleaning and Maintenance |  |
| ▢ | Inspect and Clean Vents |  |
| ▢ | Clean Grills, Refill Propane Tank |  |
| ▢ | Inspect Deck for Signs of Rotting, Damage; Repair as Needed |  |
| ▢ | Repair Cracks in the Foundation |  |
| ▢ | Reseal Concrete Surfaces |  |
| ▢ | Inspect Floor Tiles, Regrout and Caulk as Needed |  |

**Fall Maintenance Plan**

 **Year: \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Maintenance Task** | **Notes** |
| ▢ | Inspect Roof, Remove Debris |  |
| ▢ | Clean Gutters and Downspouts |  |
| ▢ | Clean and Sweep the Chimney |  |
| ▢ | Seal Cracks in Doors and Windows, Add Weatherstripping |  |
| ▢ | Winterize Pipes, Faucets, Hoses |  |
| ▢ | Service Water Heater |  |
| ▢ | Service Heating System |  |
| ▢ | Rake Leaves, Trim Trees and Bushes |  |
| ▢ | Service Furnace, Change Furnace Filter |  |
| ▢ | Clean HVAC for Better Efficiency |  |
| ▢ | Aerate and Overseen the Lawn |  |
| ▢ | Store Outdoor Furniture and Appliances |  |

**Winter Maintenance Plan**

 **Year: \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Maintenance Task** | **Notes** |
| ▢ | Check Pipes for Drips or Leaks, Repair as Needed |  |
| ▢ | Inspect Plumbing Vents and Stacks |  |
| ▢ | Add Insulation to Attic |  |
| ▢ | Check Roof for Ice Dams |  |
| ▢ | Ice Pre-Treatment |  |
| ▢ | Snow Removal |  |
| ▢ | Secure Stairways and Railings |  |
| ▢ | Add Insulation to Hot Water Tank |  |
| ▢ | Place Mats on Entryways, High-Traffic Areas |  |
| ▢ | Check Plumbing Vents and Stacks |  |
| ▢ | Clean HVAC, Lubricate HVAC Blower Motor |  |
| ▢ | Remove Mold, Mildew, and Fungus on Decks and Porches, Reseal if Needed |  |