

Annual Maintenance Checklist for an Airbnb Property

1. Air Conditioning and Heating Systems

- **Service Interval:** Every 6 Months
 - **Tasks:**
 - Clean or replace filters.
 - Check refrigerant levels.
 - Inspect and clean coils.
 - Test thermostat functionality.
 - Lubricate moving parts.
 - **Recommended Timing:**
 - May (before winter holidays).
 - November (before summer holidays).
-

2. Pest Control

- **Service Interval:** Every 3–4 months (3–4 times per year).
 - **Tasks:**
 - Inspect for ants, cockroaches, rodents, and other pests.
 - Spray for insects (indoors and outdoors).
 - Check for termites (if applicable).
 - Seal entry points.
 - **Recommended Timing:**
 - March (before Easter holidays).
 - June (before winter holidays).
 - September (before spring holidays).
 - December (before summer holidays).
-

3. Upholstery and Carpet Steam Cleaning

- **Service Interval:** Every 6 months (2 times per year).
- **Tasks:**
 - Deep clean sofas, chairs, and other upholstered furniture.
 - Steam clean carpets and rugs.
 - Spot clean stains.

- **Recommended Timing:**
 - June (before winter holidays).
 - December (before summer holidays).
-

4. Deep Cleaning of the Property

- **Service Interval:** Every 3 months (4 times per year).
 - **Tasks:**
 - Pressure cleaning external property
 - Cleaning skylights, pitched roof
 - **Recommended Timing:**
 - March (before Easter holidays).
 - June (before winter holidays).
 - September (before spring holidays).
 - December (before summer holidays).
-

5. Plumbing and Water Systems

- **Service Interval:** Every 6 months (2 times per year).
 - **Tasks:**
 - Inspect for leaks in pipes, taps, and toilets.
 - Clear drains and gutters.
 - Check water heater functionality.
 - Test water pressure.
 - **Recommended Timing:**
 - June (before winter holidays).
 - December (before summer holidays).
-

6. Electrical Systems and Appliances

- **Service Interval:** Every 6 months (2 times per year).
- **Tasks:**
 - Test all outlets and switches.
 - Inspect wiring for wear and tear.

- Check and replace light bulbs.
 - Test smoke detectors and carbon monoxide alarms.
 - **Recommended Timing:**
 - June (before winter holidays).
 - December (before summer holidays).
-

7. Exterior Maintenance

- **Service Interval:** Every 6 months (2 times per year).
 - **Tasks:**
 - Inspect and clean the roof and gutters.
 - Pressure wash exterior walls and pathways.
 - Check and repair fencing or gates.
 - Trim trees and shrubs.
 - **Recommended Timing:**
 - June (before winter holidays).
 - December (before summer holidays).
-

8. Pool Maintenance (if applicable)

- **Service Interval:** Monthly (12 times per year).
 - **Tasks:**
 - Test and balance water chemistry.
 - Clean filters.
 - Inspect pool equipment (pumps, heaters).
 - Remove debris.
 - **Recommended Timing:**
 - Ongoing, but schedule a professional inspection before peak holiday periods (March, June, September, December).
-

9. Mattress and Bedding Care

- **Service Interval:** Every 6 months (2 times per year).
- **Tasks:**
 - Flip or rotate mattresses.
 - Deep clean mattress protectors.

- Inspect for bed bugs.
- Replace worn-out pillows and duvets.
- **Recommended Timing:**
 - June (before winter holidays).
 - December (before summer holidays).

10. Safety and Security Checks

- **Service Interval:** Every 6 months (2 times per year).
- **Tasks:**
 - Test alarm systems and cameras.
 - Inspect locks on doors and windows.
 - Check fire extinguishers and first aid kits.
- **Recommended Timing:**
 - June (before winter holidays).
 - December (before summer holidays).

Annual Maintenance Calendar

Here's how the maintenance tasks align with South Africa's school holidays:

Holiday Period	Maintenance Tasks
March/April (Easter)	<ul style="list-style-type: none"> - Aircon service - Pest control - Deep cleaning - Safety checks
June/July (Winter)	<ul style="list-style-type: none"> - Aircon service - Pest control - Upholstery cleaning - Plumbing - Electrical checks - Exterior maintenance - Mattress care - Pool inspection
September/October	<ul style="list-style-type: none"> - Aircon service - Pest control - Deep cleaning - Safety checks
December/January	<ul style="list-style-type: none"> - Aircon service - Pest control

Holiday Period	Maintenance Tasks
	<ul style="list-style-type: none">- Upholstery cleaning- Plumbing- Electrical checks- Exterior maintenance- Mattress care- Pool inspection

Additional Tips

- **Guest Feedback:** Use guest feedback to identify areas needing attention (e.g., stains on carpets, malfunctioning appliances).
- **Seasonal Adjustments:** Adjust maintenance tasks based on seasonal needs (e.g., more frequent pest control in summer, heating system checks in winter).
- **Documentation:** Keep a log of all maintenance activities for reference and to ensure nothing is missed.

By following this checklist and calendar, you can ensure your Airbnb property remains in excellent condition, providing a 5-star experience for guests year-round!