



# Sample Monthly Maintenance Service Plan

## January

- ✓ Vacuum & clean bathroom fan grills
- ✓ Inspect and clean water heater
- ✓ Inspect toilets for stability and leaks
- ✓ Vacuum kitchen refrigerator coils & exterior vents
- ✓ Inspect/clean refrigerator door gasket & interior vents
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## February

- ✓ Descale, dishwasher & clean out drain filter
- ✓ Inspect faucet aerators. Clean/replace as needed.
- ✓ Test & tighten all knobs, handles, and for sand & hinges throughout the house
- ✓ Inspect under all sinks for evidence of water issues/damage
- ✓ Trim back tree branches from house if needed
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## March

- ✓ Clean condensation lines from HVAC, humidifier, etc.
- ✓ Change air filters
- ✓ Test all drains. Clean out drain lines and adjust stoppers as needed.
- ✓ Visually inspect attic for pests and water damage
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## April

- ✓ Test/inspect sump pump and basins
- ✓ Inspect & clean gutters (*includes 100 feet of gutter under "normal" conditions, not exceeding 25' above ground*)
- ✓ Visual inspection of roof & foundation
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Inspect exterior caulking, repair as needed.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## May

- ✓ Install windows & door screens
- ✓ Adjust ceiling fans for warm weather rotation
- ✓ Prep irrigation system for seasonal use.
- ✓ Inspect exterior hose bibs.
- ✓ Prep, swimming pool for seasonal use
- ✓ Inspect decks and porches for loose boards
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## June

- ✓ Clean range vent grease filter
- ✓ Clean and inspect AC unit
- ✓ Change air filters
- ✓ Exterior visual inspection for insects, wasps, nests, etc.
- ✓ Inspect fire extinguishers
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Locate, inspect, & stage hurricane shutters.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## July

- ✓ Vacuum & clean bathroom fan grills
- ✓ Fill minor asphalt and concrete cracks. (1/4" or less)
- ✓ Clean exterior dryer vent
- ✓ Empty/clean washing machine drain pump filter (*accessible filters only*)
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Exterior visual inspection for insects, wasps, nests, etc.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## August

- ✓ Descale, dishwasher & clean out drain filter
- ✓ Lubricate all garage door, hinges, springs, bearings, rollers, and pivot points
- ✓ Test garage safety shut off
- ✓ Inspect under all sinks for evidence of water issues/damage
- ✓ Exterior visual inspection for insects, wasps, nests, etc.
- ✓ Inspect and prep hurricane kit
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## September

- ✓ Clean entire length of dryer vent line
- ✓ Change air filters
- ✓ Replace drinking filters in refrigerator
- ✓ Inspect and tighten laundry hoses
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Trim back tree branches from house if needed
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## October

- ✓ Inspect exterior hose bib's
- ✓ Winterize, exterior, plumbing, and irrigation
- ✓ Remove, inspect, vacuum & store, window & door screens
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Inspect roof for lifted tiles and attic for leaks from previous storm season
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## November

- ✓ Inspect & clean gutters (*includes 100 feet of gutter under "normal" conditions, not exceeding 25' above ground*)
- ✓ Adjust ceiling fans for cool weather rotation
- ✓ Inspect weatherstripping around exterior doors and windows
- ✓ Inspect/test gas fireplaces. Light pilot.
- ✓ Test GFCI outlets for proper operation
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

## December

- ✓ Test/replace smoke & carbon monoxide detectors, and batteries
- ✓ Change air filters
- ✓ Test/replace garage door keypad batteries
- ✓ Clean/sanitize kitchen sink & garbage disposal
- ✓ Adjust/lubricate problem, doors, hinges & locks
- ✓ Monitor water softener salt. Fill/replace as needed.
- ✓ Visual inspection of home exterior addressing vent/air intake obstructions
- ✓ As time allows, address, items on home motors to do list. **See common services below.**

**All Maintenance Service Plans are custom tailored to each homeowner's need. Below are other common services that are offered:**

Hang pictures, shelves, or TVs - product assembly - faucet replacement - light fixture replacements/installation - drywall repairs - unclogging drains - minor plumbing repairs - paint and caulk touchup - hang blinds - replace lightbulbs - adjust, tighten & lubricate doors, drawers, windows & furniture hardware - Seal stone counters, tile & grout - dusting in hard to reach places - mailbox replacement - fence & gate repair - pressure washing - holiday lights and decorating - garage cleaning - baby proofing