



# SAMPLE MAINTENANCE REPORT

NOW MONTHLY PERIODICALLY SPRING FALL YEARLY						MAINTENANCE ITEM	NOTE
						<b>EXTERIOR</b>	
						<b>ROOFING</b>	
					X	Check general condition of roof	12
					X	Check for damaged, loose or missing shingles or blisters	
					X	Check flashings around roof stacks, vents skylights, chimneys etc.	13
					X	Check roofing vents	
					X	Check roof sheathing water stains, mildew/mold growth, dampness, etc. Give particular attention to areas where roof surface is penetrated and at overhang edges	
						<b>PLUMBING</b>	
		X				Inspect faucets, hose bibs and shut off valves under sinks for leakage and operation	
					X	Check and clean water heater burners and tank	
			Every 2 years			Drain water heaters. Check and clean water heater burners.	
					X	Check operation of main water shut-off valve which can become stuck on open position	
			X	X		Test pressure regulator	
Know where shut off is located						Main water shut off is at the North East corner inside the gate	
Know where shut off is located						Gas meter is at the North East corner of house	
					X	Make sure emergency shut off wrenches are present at gas and water shut offs	
						<b>HEATING AND AIR CONDITIONING</b>	
				X		Clean and replace furnace and air conditioner filters	
					X	Check air intakes for insect blockages and debris	
			X	X		Clean outside cooling equipment. Trim vegetation away from equipment. Make sure power disconnected when trimming vegetation	landscaper
		X	X			Check condensation drain line to be sure line is free of obstruction	
					X	Air conditioning/heating equipment should be serviced and or inspected by HVAC professional	
						<b>ELECTRIC-Should be preformed by licensed electrician</b>	
			X			Test trip/reset buttons at ground fault circuit interrupters	
			X			Check exposed electrical wiring for wear or damage (never touch)	
Know where main panels is located						Main Panel is at the Electrical Room on the North side of garage. The sub panel is in the garage	14
	X					Check GFI outlets	15
						<b>LANDSCAPING</b>	
	As occurs					Trim tree branches from making contact with roof surface and building surfaces	landscaper
	As occurs					Cut back and trim shrubbery away from walls to allow ventilation	16 landscaper
X	As occurs				X	Ground cover dirt and wood chips be at least 6 inches below siding	17 landscaper
Know where shut off is						Landscape shut off is at North East corner of home	
						<b>GARAGE</b>	
X					X	Maintain Epoxy Coat watch for blistering and peeling	18
	X					Check operation of auto-reverse safety device on garage door openers	home owner
					X	Garage Door- check weather stripping	19
			X	X		Garage Door-maintenance on operators	
			X	X		Garage Door- lubricate rollers and springs	
			X	X		Moving Parts- visually inspect cables and other moving parts	
			X	X		Lubricate overhead garage door, track and opener	



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<div style="display: flex; justify-content: space-between; width: 100%;"> <span>NOW</span> <span>MONTHLY</span> <span>PERIODICALLY</span> <span>SPRING</span> <span>FALL</span> <span>YEARLY</span> </div>						MAINTENANCE ITEM	NOTE
						INTERIOR	
						KITCHEN	
					X	Check all appliance functions	
	Every 2 years					Check and adjust oven temperatures	
	Every 2 years					Check and replace appliance lights	
	Every 2 years					Clean refrigerator door gaskets and lubricate hinges	
	Every 2 years					Vacuum refrigerator condenser coils	
			X	X		Clean refrigerator drinking filter	
			X	X		Clean all drinking water filters	
					X	Clean range hood filter	
	As needed					Clean and seal counter tops	21
X						Range- touch up paint under range	
X					X	Splash- check caulking	22
						MASTER BATH	
X	As needed					Clean and seal counter tops	
X	As needed					Clean and seal slate floors in steam room	
	As needed					Clean and seal slate floors	
X					X	Faucet- aerator needed at Jeff's sink	
X						Water Closet- Caulking needed at base	
						PLUMBING	
					X	Toilet- Check toilet flow	
					X	Toilet- Check rocker and tighten seat bolts	
					X	Faucets- Check flow of faucets	
					X	Faucets- Clean all faucet aerators	
					X	Valves- Check below sink stop valves	
					X	Check drains	23
					X	Drains- in shower and sink drains without a garbage disposal use a liquid drain cleaner	
					X	Water Filters- check water purification and water softener filters	
			X	X		Drinking water filters- check	
						ELECTRIC	
					X	Check GFI outlets	
					X	Check Fans	24
						FLOORING	
	every 3 years					Hardwood floors- screened and refinished	



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NOTES			
#	LOCATION	MATERIAL	INFORMATION
1	Driveway	Aggregate	Great shape. Could be sealed.
2	Walkway		Possible pressure wash at north west corner and seal.
3	Fence	Wood	The general condition is good. The south west corner gate is rubbing slightly. There is some rot at the post on the south west corner as well. The gates need sanding and painting.
4	Soffits	Wood	Painted wood soffits and fascia in great shape.
5	Railing		Front rail needs paint. Master Bedroom deck wall cap needs paint.
6	Master Deck		New copper jiffy needed.
7	Exterior Sills		Sills need paint.
8	Screens		Screen tabs are rusted. Some frames are rusted.
9	Doors		Front and Master deck doors need paint.
10	Thresholds		All thresholds need to be repainted or stained.
11	Siding		Corner trim and vent sills need paint. We recommend wood chips and ground cover to be at least 6 inches below siding and off door sills.
12	Roof		General condition of the roof is good. The tree on the west side needs to be cut back from roof.
13	Chimney		Cap needed at west side of roof by the chimney.
14	Electric Meter		Lubricate hinges.
15	GFI Outlets		Some exterior outlets are too close to the grade. GFI outlet at fountain not working. GFI outlet at fountain not working.
16	Landscaping		We recommend all vegetating to be kept away from painted surfaces.
17	Landscaping		We recommend all ground cover, dirt and wood chips be at least 6 inches below siding.
18	Garage		Floor paint is peeling at west garage door.
19	Garage		Jambs need sanding and paint. Paint touch up needed at the trim above the front door. Also, the post at the front door needs paint. The entire south elevation of the home needs paint.
20	Exterior		
21	Kitchen Counter tops	Granite	Great condition.
22	Splash		Caulking at splash to counter needs redone.
23	Bathroom- downstairs, south side		Sink stopper will not hold water.
24	Front Bedroom	Fan	Not working.