# **HomeVault**

# **Maintenance Checklist**

Date Completed	Completed By

### **SPRING MAINTENANCE**

Item Checked	Task List	Completed	Note Repairs
Roof & Siding	Visual Inspection		Barrier Communication
Gutters	Visual Inspection Clean		
Outdoor faucets	Visual Inspection		
Walkaways/Driveway	Visual Inspection		
Landscape	Visual Inspection		
Pests: Interior/Exterior	Visual Inspection		
HVAC /AC	Visual Inspection Replace filters Test function		
Other			
Other			
Other			

#### **SUMMER MAINTENANCE**

Item Checked	Task List	Completed	Note Repairs
Trees & Shrubs	Visually Inspect		
Window screens	Visually Inspect		
Landscaping	Visually Inspect		
Pest: Interior/Exterior	Visually Inspect		
Water damage	Visually Inspect		
Appliances	Test Function Replace		
HVAC/AC	Inspect Replace Filters		
<b>Smoke Detectors</b>	<b>Replace Batteries</b>		
Other			
Other			
Other			

## **AUTUMN MAINTENANCE**

Item Checked	Task List	Completed	Note Repairs
Roof & Siding	Visually Inspect		
Gutters	Visually Inspect/Clean		
Winterize Irrigation	Winterize		
Winterize AC	Winterize		
Walkways/Driveways	Patch holes		
Pests: Interior/Exterior	Visually Inspect		
HVAC/AC	Inspect Replace Filters Test function		
Other			

## **WINTER MAINTENANCE:**

Item Checked	Task List	Completed	Note Repairs
Insulation	Visually Inspect		
Door Seals	Visually Inspect		
Window Seals	Visually Inspect		
Thermostats	Visually Inspect		
Establish snow plan	Visually Inspect		
Other			