

Quarterly Maintenance Checklist

PREVENTIVE PROPERTY SERVICE



LOCATION _____

DATE OF SERVICE _____

PHONE / CONTACT _____

CREW / TECHNICIAN(S) _____

SAFETY & HVAC

- ☐ Replace furnace/HVAC filter with the approved size and type
- ☐ Test smoke and carbon monoxide alarms; replace batteries as needed and report expired units
- ☐ Test GFCI receptacles using TEST/RESET buttons
- ☐ Inspect fire extinguisher gauge, seal, access, and expiration/service date
- ☐ Clean bathroom exhaust-fan covers and accessible kitchen exhaust filters
- ☐ Clean accessible HVAC supply and return vent covers
- ☐ Inspect and clean accessible area around furnace and outdoor A/C condenser; qualified HVAC service is separate

PLUMBING & WATER

- ☐ Inspect faucets, supply lines, drains, toilets, and under-sink areas for leaks
- ☐ Confirm toilets flush and shut off properly; tighten loose seats
- ☐ Remove and clean faucet aerators
- ☐ Test sump pump and inspect basin, when present
- ☐ Inspect visible caulk and grout around sinks, tubs, and showers
- ☐ Flush water heater only with owner approval and when manufacturer-recommended
- ☐ Replace refrigerator water filter when due

APPLIANCES & VENTING

- ☐ Clean and sanitize garbage disposal, dishwasher, and washing machine using approved products
- ☐ Clean dishwasher filter
- ☐ Inspect washer hoses and dryer transition duct for wear, kinks, or leaks
- ☐ Clean dryer lint screen, accessible duct, and exterior termination; specialized full-duct service is separate
- ☐ Check refrigerator/freezer temperatures and door seals

DOORS, FURNITURE & EXTERIOR

- ☐ Replace burned-out light bulbs with approved type and wattage
- ☐ Check door handles, locks, latches, and deadbolts for proper operation
- ☐ Audit smart lock / keypad codes: confirm current codes work and remove outdated guest codes
- ☐ Tighten loose screws or bolts on bed frames, dressers, and other furniture
- ☐ Inspect garage door operation and safety-reverse sensors; lubricate approved moving parts, not tracks
- ☐ Inspect exterior for visible damage, trip hazards, drainage issues, loose rails, and blocked vents
- ☐ Check gutters and downspouts from ground level; report debris or damage
- ☐ Report safety, structural, pest, water-intrusion, or urgent maintenance concerns immediately

Any repair, replacement, specialty trade work, inaccessible-area service, or additional cleaning requires owner approval and may involve additional time and charges.