

## Home Maintenance Schedule

Interior		Date Last Completed			
Heating and Cooling	Clean and replace filters if necessary. Service annually				
Cooling System	Remove debris from around unit and clean with garden hose				
Kitchen Exhaust Fan	Remove and clean filter. Clean grease deposits from fan housing				
Refrigerator & Freezer	Vacuum dust from coils. Wipe down cover				
Refrigerator Coils	Clean oven and racks				
Oven	Add salt or change filter.				
Water Softener	Clean and dust fan blades and lights				
Dryer	Test and replace batteries				
Exterior		Date Last Completed			
Windows	Clean				
Roof	Check for leaks. Check for damaged, loose, or missing shingles				
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks				
Gutters and Downspouts	Clean and check for leaks, misalignment, or damage. Remove debris				
Septic System	Examine drain field for flooding and odor. Have tank pumped yearly				
Landscaping	Trim shrubs at least 3 inches away from house. General upkeep				