

Frequency	Task Category	Detailed Actions			
Monthly	Interior & Systems	Check air filters; clean or replace as needed (especially during high-use seasons).			
		Inspect and test smoke and carbon monoxide detectors.			
		Check for leaks under sinks and around toilets.			
		Clean the garbage disposal thoroughly.			
Quarterly	Appliances & Utilities	Check the water softener salt level, if applicable.			
		Clean the oven and range hood filters.			
		Flush out the hot water heater (to remove sediment and increase lifespan).			
		Check garage door opener safety reversal feature.			
Semi-Annually	HVAC & Safety	Inspect your fire extinguisher(s).			
		Schedule professional HVAC service/tune-up (Spring and Fall).			
		Clean the dryer vent and duct (major fire hazard if left).			
		Inspect the roof and gutters for debris or damage from the ground.			
Annually	Exterior & Major Systems	Reverse ceiling fan direction (clockwise for winter, counter-clockwise for summer).			
		Check and seal grout in bathrooms and kitchens.			
		Clean gutters and downspouts thoroughly.			
		Check weather stripping around all doors and windows.			
Every 2-5 Years	Long-Term Protection	Power wash exterior siding, decks, and walkways (if needed).			
		Inspect and touch up exterior paint/caulk.			
		Have the chimney/fireplace inspected and cleaned if you use it.			
		Drain the water heater to clear sediment.			
		Service the septic system (if applicable).			
		Check and service major appliances (e.g., refrigerator coils, washer/dryer).			
		Reseal wooden decks and fences.			
		Recaulk windows and doors to maintain energy efficiency.			
		Hire a professional carpet cleaning service.			
		Test the water pressure regulator.			