



HOME MAINTENANCE CHECKLIST

BY MARK MERLENE SR.

Adapt this checklist to your property, equipment, manufacturer guidance, and local conditions. Record completed work and qualified contractor recommendations.

1 MONTHLY MAINTENANCE

- Inspect the HVAC filter and replace when needed.
- Check visible plumbing, cabinets, ceilings, and walls for leaks or moisture.
- Confirm smoke and carbon-monoxide detector status lights.
- Inspect drains, disposal areas, and frequently used exhaust fans.
- Walk the exterior for drainage, pest, damage, or safety concerns.
- Review unusual utility use or unexplained cost changes.

2 SEASONAL AND TWICE-YEARLY

- Test smoke and carbon-monoxide alarms and replace batteries as needed.
- Clean gutters and confirm downspouts direct water away from the home.
- Schedule appropriate HVAC inspection or service before peak seasons.
- Inspect caulking, weather stripping, siding, windows, and doors.
- Test irrigation zones and adjust watering for current conditions.
- Inspect grading, drainage paths, and areas of standing water.
- Clean accessible dryer-vent components and exterior termination safely.

SMART TIP Prioritize safety, active water, drainage, and essential-system concerns before cosmetic projects.



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3 ANNUAL MAINTENANCE

- Arrange appropriate roof and exterior evaluation.
- Flush or service the water heater according to manufacturer guidance.
- Review foundation, attic, insulation, electrical, and plumbing observations.
- Review homeowners insurance, deductibles, endorsements, and inventory.
- Renew termite, pest, chimney, septic, well, or pool service when applicable.
- Update the home inventory, warranty records, manuals, and emergency contacts.
- Review the repair reserve and plan for aging-system replacements.

4 EMERGENCY READINESS

- Label main water, gas, and electrical shutoffs.
- Keep utility, insurance, HOA, and trusted contractor contacts accessible.
- Maintain fire extinguishers and a household evacuation plan.
- Store flashlights, batteries, weather supplies, and essential medications.
- Keep secure off-site copies of insurance, inventory, and key documents.

5 MAINTENANCE DATES, CONTRACTORS & NOTES
