[YOUR HANDYMAN BUSINESS]

HOME MAINTENANCE CHECKLIST

What to check every month, every season and once a year — check it off, date it, and pass the big jobs to a pro

Home: _____ Year: _____ Built in: _____

Filter size: _____ Water shut-off: _____ Breaker panel: _____

EVERY MONTH

- ☐ Press the test button on every smoke and carbon monoxide alarm
- ☐ Look at the furnace or AC filter — change it when it's gray
- ☐ Run water in sinks and tubs nobody uses, and flush those toilets
- ☐ Look under every sink for drips and soft cabinet floors
- ☐ Clean the range hood filter and the garbage disposal
- ☐ Press test and reset on every GFCI outlet

SPRING

- ☐ Clear the gutters and point every downspout away from the house
- ☐ Book the air conditioning check-up before the first hot week
- ☐ Look at the roof from the ground: missing, curled or lifted shingles
- ☐ Turn on the outside faucets and check for leaks after the freeze
- ☐ Walk the deck and the steps for loose boards and raised nails

SUMMER

- ☐ Clean the dryer vent duct, and check the hood outside flaps open
- ☐ Trim branches and shrubs back from the roof and the walls
- ☐ Look in the attic for daylight, damp patches and nests
- ☐ Check the caulk around tubs, showers, sinks and windows

FALL

- ☐ Clear the gutters again once the leaves are down
- ☐ Book the furnace check-up before the first cold night
- ☐ Shut off and drain the outside faucets; bring the hoses in
- ☐ Check the weatherstripping and the door sweeps for daylight
- ☐ Have the chimney looked at before the first fire
- ☐ Seal the gaps where pipes and wires come through the walls

WINTER

- ☐ Keep snow off the dryer vent, the furnace vent and the meter
- ☐ Watch the roof edge for ice dams and long icicles
- ☐ Check pipes in the garage, crawl space and outside walls
- ☐ Look around the water heater for drips and rust

ONCE A YEAR

- ☐ Put new batteries in every 9-volt smoke alarm, and the backup battery in hardwired ones
- ☐ Read the date on the back of each smoke alarm — 10 years old means a new one
- ☐ Drain or flush the water heater as its manual says
- ☐ Vacuum the refrigerator coils
- ☐ Test the sump pump: pour in a bucket of water and watch it run
- ☐ Check the fire extinguisher gauge reads in the green
- ☐ Walk the outside: peeling paint, cracked siding, gaps in the foundation
- ☐ Test the garage door: it should stop and reverse when it meets something

JOBS FOR A PRO

Job: _____ Who: _____ Booked: _____ Done: _____

Job: _____ Who: _____ Booked: _____ Done: _____

Job: _____ Who: _____ Booked: _____ Done: _____

Job: _____ Who: _____ Booked: _____ Done: _____

Gas lines, the breaker panel and new circuits usually go to a licensed trade. The rest can wait for one handyman visit with the whole list.

Write the date next to each check mark. A checklist with dates is the one that tells you the gutters were last cleared in May — and something a new handyman or a buyer's inspector may ask about.

[Your handyman business] · [Your phone] · [Your website]

Free from zarla.com/guides/home-maintenance-checklist. Replace every [bracketed] line. Put the seasonal checklist on your website, and quote and invoice the visit from the same place: zarla.com/website-builder/handyman