

Task Description	Spring	Summer	Fall	Winter	Frequency
PLUMBING					
Check interior/exterior pipes, faucets, toilets, water heaters, spigots, supply/drainage lines	■	■	■	■	Quarterly
Inspect drains for odors and proper drainage	■		■	■	3x/year
Check toilets for stability and flushing	■		■		Semi-annually
Check sump pumps for proper operation	■		■	■ if needed	2-4x/year
INTERIOR SPACE					
Lubricate and test doors, windows, cabinets	■	■	■		3x/year
Inspect basement/crawl spaces for leaks/pests	■		■	■	Quarterly
Full interior building inspection	■		■		Bi-annually
ELECTRICAL					
Inspect panel and tighten connections	■	■	■	■	Quarterly
Check cords and cables for wear	■	■	■	■	Quarterly
Inspect receptacles, switches, lighting/Test GFCI receptacles	■	■	■	■	3x/year
Inspect emergency/exit lighting	■	■	■	■	Quarterly
HVAC					
Change/check filters	■	■	■	■	Monthly or Bi-monthly
Operational testing (seasonal readiness)	■(AC)	■	■ HEAT	■	Quarterly
EXTERIOR					
Check vents/ducts & inspect foundation/tuck-pointing	■	■	■		3x/year
Inspect roof (if accessible) for damage	■		■		Spring & Fall
Full exterior building inspection	■		■		Bi-annually