

Preventive Property Maintenance Checklist

Spring & Summer External Preventive Property Maintenance Checklist

Inspect and clean gutters and downspouts

Check the roof for any damage, loose or missing shingles, and repair as needed

Trim trees and shrubs near the property to prevent them from touching or damaging the building

Inspect and clean the exterior walls, windows, and doors

Check and repair any cracks or gaps in the foundation

Clean and maintain outdoor walkways, driveways, and parking areas

Test and maintain sprinkler systems and irrigation

Check and repair outdoor lighting fixtures

Inspect and clean outdoor HVAC units and ensure proper airflow

Check and maintain fences, gates, and security systems

Conduct weekly external tasks, including mowing and lawn care, gardening, and other related duties

Comments:

Spring & Summer Internal Preventive Property Maintenance Checklist

Check and clean air conditioning systems, including filters and vents

Inspect and maintain plumbing systems, including faucets, toilets, and drains

Test smoke detectors, carbon monoxide detectors, and fire extinguishers

Check and clean dryer vents to prevent fire hazards

Inspect and maintain electrical systems, including outlets, switches, and circuit breakers

Test and maintain indoor lighting fixtures

Inspect and repair any cracks or damage to walls, ceilings, and floors

Check and clean chimneys and vents for fireplaces

Clean and check for proper operation of all kitchen appliances

Ensure proper ventilation in bathrooms and kitchens

Perform pest control measures on your property (usually in the basement and attic)

Comments:

Fall & Winter External Preventive Property Maintenance Checklist

Clean and remove leaves and debris from gutters and downspouts

Inspect and repair any roof damage or leaks

Seal gaps and cracks in windows, doors, and exterior walls to prevent drafts

Disconnect and store outdoor hoses and turn off exterior water sources

Check and repair any cracks or gaps in the foundation

Insulate pipes to prevent freezing during colder temperatures

Test and maintain outdoor lighting and replace bulbs as needed

Clear snow and ice from walkways, driveways, and parking areas promptly

Check and maintain outdoor handrails and staircases for safety

Store outdoor furniture and equipment properly to protect them from winter elements

Comments:

Fall & Winter Internal Preventive Property Maintenance Checklist

Check and maintain heating systems, including furnaces, boilers, and radiators

Inspect and maintain insulation in attics, walls, and basements

Test and maintain smoke detectors, carbon monoxide detectors, and fire extinguishers

Check and clean dryer vents to prevent fire hazards

Inspect and maintain electrical systems, including outlets, switches, and circuit breakers

Check and clean the fireplace and chimney before use

Ensure proper ventilation and humidity levels to prevent condensation and mold growth

Seal gaps around windows and doors to prevent drafts

Insulate pipes to prevent freezing and bursting

Test and maintain indoor lighting fixtures

Comments:

Note: This is a general property maintenance checklist, so you'll need to customize it based on the specific requirements and features of your property.