

# Building Maintenance Checklist

This is a spring list; you may want to add or remove items by heating and cooling time on this worksheet.

## QUARTERLY

Date last completed

Plumbing	Task	Spring	Summer	Winter	Fall
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.				
Drains	Clean with baking soda. Pour water down unused drains.				
Pipes	Inspect visible pipes for leaks.				
Kitchen and bathroom cabinets	Check under and around for leaks.				
Toilets	Check for stability and leaks.				
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.				
Interior	Task	Spring	Summer	Winter	Fall
Wood cabinets and trim	Apply a wood protectant.				
Interior doors	Lubricate hinges.				
Garage door	Lubricate hardware. Inspect mechanism for free travel.				
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and arches.				
Basement or crawl space	Check for leaks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.				
Ceramic tile	Check and clean grout.				
Electrical and appliances	Task	Spring	Summer	Winter	Fall
Heating and cooling systems	Clean and replace filter if necessary.				
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.				
Refrigerator	Clean dust from top. Clean refrigerator coil pan. Clean and defrost freezer if necessary.				
Dishwasher	Check for leaks.				

# Example Building Maintenance Checklist

**DP Hallahan**



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