



APARTMENT MAINTENANCE CHECKLIST

ONCE A YEAR

TASK CHECKLIST

- ☐ BOOK AN HVAC INSPECTION
- ☐ FLUSH HOT WATER HEATER
- ☐ TEST ALL SAFETY FEATURES

EVERY SIX
MONTHS

TASK CHECKLIST

- ☐ CHECK/CHANGE BATTERIES IN SMOKE AND CO2 DETECTORS
- ☐ CLEAN EXTERIOR DRYER VENT
- ☐ INSPECT AND RESEAL GROUT/CAULK

EVERY OTHER
MONTH

TASK CHECKLIST

- ☐ INSPECT FOR WATER DAMAGES OR LEAKS
- ☐ CHANGE AIR FILTERS
- ☐ INSPECT APPLIANCES

Sample Apartment Maintenance Checklist Template

KJ Lindholm-Leary



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