

# Building Maintenance Schedule

*This is a starting list; you may want to add or remove items by inserting and deleting rows in this worksheet.*

| Quarterly                           |   | Date last completed |  |  |  |
|-------------------------------------|---|---------------------|--|--|--|
| Plumbing                            |   |                     |  |  |  |
| 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                            |   |                     |  |  |  |
| 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 latches.                  |                     |  |  |  |
| Basement or crawl space             | Check for cracks 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           |   |                     |  |  |  |
| Heating and cooling systems         | Clean and replace filters 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 drain pan. Clean and defrost freezer if necessary.                    |                     |  |  |  |
| Dishwasher                          | Check for leaks.  |                     |  |  |  |
| Wiring, electrical cords, and plugs | Check for wear or damage. Replace if necessary.   |                     |  |  |  |
| Smoke detector                      | Test for proper operation and replace batteries if necessary.   |                     |  |  |  |
| GFI outlets                         | Test for proper operation.  |                     |  |  |  |
| Exterior                            |   |                     |  |  |  |
| Foundation                          | Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.                                      |                     |  |  |  |
| Landscaping                         | Check for proper drainage.  |                     |  |  |  |
| Concrete and asphalt                | Clean oil and grease.   |                     |  |  |  |

# Sample Building Maintenance Plan

**Peter M. Curtis**



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