

APARTMENT MAINTENANCE CHECKLIST

A YEAR

ONCE A Y

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

ERY OTHER MONTH

三

TASK CHECKLIST

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

Sample Apartment Maintenance Checklist Template

DJ Losen

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