



# APARTMENT MAINTENANCE CHECKLIST

ONCE A YEAR

## TASK CHECKLIST

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

EVERY SIX  
MONTHS

## TASK CHECKLIST

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

EVERY OTHER  
MONTH

## TASK CHECKLIST

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

# Sample Apartment Maintenance Checklist Template

**RJ Shavelson**



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