

Home Maintenance Log

What was done, where, by whom — and when to check it next



A dated record of maintenance helps you remember what is due, spot problems that keep coming back, show buyers and insurers that the home was cared for, and give any contractor the history they need.

HOME / ADDRESS

YEAR

DATE	TASK	LOCATION	DONE BY / PROVIDER	COST	NOTES	NEXT CHECK

This is a record-keeping tool, not a repair guide or a substitute for professional inspection. Use qualified, licensed professionals for electrical, gas, roofing, structural and other hazardous work. If you smell gas, leave the home and call your gas utility or 911 from outside.

Home Maintenance Log

Continue the record — print as many pages as you need

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Seasonal Home Checklist

Safe checks for each season — write the date you did them



SPRING

- ☐ Look over the roof from the ground for missing or damaged shingles; call a roofer for repairs
- ☐ Clean gutters and check downspouts drain away from the house
- ☐ Check window and door screens
- ☐ Schedule air-conditioning service
- ☐ Test outdoor faucets and irrigation for leaks
- ☐ Check exterior paint, siding and caulk

DONE ON (DATE)

NOTES

SUMMER

- ☐ Check deck, railings and steps for loose or damaged boards
- ☐ Clean the dryer vent outlet and remove lint
- ☐ Trim plants away from the house and AC unit
- ☐ Check attic for signs of pests or leaks
- ☐ Inspect window and door seals
- ☐ Review the home contents inventory and photos

DONE ON (DATE)

NOTES

FALL

- ☐ Schedule heating-system service
- ☐ Clean gutters after leaves fall
- ☐ Shut off and drain outdoor faucets where freezing is possible
- ☐ Book a chimney inspection if you use a fireplace or stove
- ☐ Check weatherstripping on doors and windows
- ☐ Test smoke and CO alarms; replace batteries where needed

DONE ON (DATE)

NOTES

WINTER

- ☐ Watch for ice dams and icicles from the ground
- ☐ Keep vents and exhausts clear of snow
- ☐ Know where the water main shutoff is in case a pipe freezes
- ☐ Check the sump pump (if you have one) per its manual
- ☐ Look for drafts and condensation
- ☐ Plan spring projects and get quotes

DONE ON (DATE)

NOTES

Service Providers & Key Locations

Who to call and where things are — before an emergency



SERVICE PROVIDERS

TRADE	COMPANY / NAME	PHONE	LAST USED	NOTES
Plumber				
Electrician				
HVAC				
Roofer				
Handyman				
Pest control				

WHERE TO FIND IT

ITEM	LOCATION
Water main shutoff	
Gas meter / shutoff	
Main electrical panel	
Fire extinguisher(s)	
Manuals + warranties	
Spare keys	
Sump pump / cleanout	
First-aid kit	