ANNUAL MAINTENANCE CHECKLIST

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Ceilings should be dusted monthly for cobwebs.												
Walls and ceilings should be kept clean.												
Windows, window tracks, window screens should be washed once a year.												
Window coverings should be cleaned at least once per year.												
The refrigerator coils should be cleaned every six months.												
The refrigerator door seals should be cleaned monthly.												
The inside of the refrigerator should be cleaned monthly.												
All GFCI outlets tested monthly												
Door and cabinet knobs need to be tightened if loose.												
Carpeting should be steam- cleaned once per year.												
Smoke detectors should be kept in working condition at all times. The batteries should be checked monthly and replaced as needed by the tenant.												
Every three months, Check and replace furnace filters, if needed. Clean permanent filters if present.												
All outside hoses need to be disconnected before freezing weather.												
Leaves should be raked and removed from the yard in the fall.												
Windows need to be closed and latched before freezing weather.												
Central air conditioning units are the responsibility of the tenant. They should be checked once a year by a qualified service person.												
Window air conditioning units should have the filters washed at least twice during the summer months												
Storm windows installed in fall (if removed) Screens installed in spring (if												
removed) Gutters and down spouts should												
be monitored for any problems. Exterior of the house should be checked monthly for damage to the windows, siding, roof, etc.,												
and reported if found to the Reece Endeavor.												