

Maintenance Monthly Task Sheet

Item	Monthly Maintenance Tasks
Fire Extinguishers	Check Date, Check Charge, Recharge & Replace if Needed
Smoke & Carbon Dioxide Detectors	Test Batteries & Replace if Needed
Security & Fire Alarm System	Test in House and with Alarm Company
Locks	Check & Lubricate Locks & Hinges
Sink & Tub Stoppers	Clean Out, Rinse Out Stains, Soak Stoppers in Vinegar & Water
Garbage Disposal	Flush with Hot Water & Baking Soda, Place Ice Cubes Down to Sharpen Blades
Wiring	Check for Frayed Cords & Wires, Repair or Replace as Needed
Hot Water Heating System	Test Relief Valve & Replace if Needed; Check Pressure Gauge and Drain Expansion Tank if Needed
Heat Pump	Clean Debris from Outdoor Portion of Unit, Clean or Replace Air Filter, Clean Condenser, Evaporator Coils & Condensation Drain
Faucets	Check for Drips & Leaks
Tub Drains	Clean Out Debris, Inspect Rubber Seals, Replace as Needed
Floor Drains	Clean Out Debris & Scrub Strainer
Dishwashers	Check Drainage & Door Seals
Toilets	Check for Leaks When Flushing, Repair if Needed

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