

Seasonal Home Maintenance Checklist: Spring Summer Fall Winter

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Property and season dates

VISIT DATE

PROPERTY ADDRESS

WINTER CLIMATE

SEASON THIS VISIT

HVAC TYPE

LAST FILTER CHANGE

LAST COOLING SERVICE

LAST HEATING SERVICE

LAST GUTTER CLEANING

LAST SMOKE AND CO TEST

LAST DETECTOR BATTERY CHANGE

COMPLETED BY

Spring

Item	Done	Skip	N/A	Notes
Cooling system professional check done or scheduled	☐	☐	☐	
HVAC filter inspected, cleaned, or replaced	☐	☐	☐	
Outdoor condenser cleared of winter debris	☐	☐	☐	
Gutters cleaned after winter debris	☐	☐	☐	
Downspouts send water away from the house	☐	☐	☐	
Roof checked from the ground after winter	☐	☐	☐	
Fascia and trim checked from the ground	☐	☐	☐	
Branches near power lines reported to the utility	☐	☐	☐	
Smoke and CO alarms tested (spring clock change)	☐	☐	☐	
Dryer lint path and outdoor flap checked	☐	☐	☐	
Sump pump pit cleared after storms (if installed)	☐	☐	☐	
Thermostat set for the cooling season	☐	☐	☐	

Summer

Item	Done	Skip	N/A	Notes
HVAC filter checked in heavy cooling months	☐	☐	☐	
Outdoor unit kept clear of plants and debris	☐	☐	☐	
Indoor condensate drain checked in cooling mode	☐	☐	☐	

Cooling starts, runs, and shuts off on a call	☐	☐	☐	_____
Blinds or curtains used to block afternoon heat	☐	☐	☐	_____
House checked for water leaks	☐	☐	☐	_____
Exterior siding checked from the ground	☐	☐	☐	_____
Deck or patio checked for deterioration	☐	☐	☐	_____

Fall

Item	Done	Skip	N/A	Notes
Heating system professional check done or scheduled	☐	☐	☐	_____
HVAC filter inspected, cleaned, or replaced	☐	☐	☐	_____
Door weatherstripping checked or replaced	☐	☐	☐	_____
Window, door, and attic-hatch air leaks sealed	☐	☐	☐	_____
Gutters cleaned after leaf drop	☐	☐	☐	_____
Downspouts confirmed clear before freeze	☐	☐	☐	_____
Garden hoses disconnected, drained, and stored	☐	☐	☐	_____
Outdoor faucets shut off and drained	☐	☐	☐	_____
Exposed pipes insulated in cold spaces	☐	☐	☐	_____
Roof checked from the ground before winter	☐	☐	☐	_____
Chimney or heating vent professionally checked	☐	☐	☐	_____
Smoke and CO tested and batteries replaced if due	☐	☐	☐	_____
Window air conditioners removed and stored	☐	☐	☐	_____

Winter

Item	Done	Skip	N/A	Notes
Combustibles kept 3 feet from heat sources	☐	☐	☐	_____
Oven or range not used to heat the house	☐	☐	☐	_____
Space heaters plugged into the wall and turned off when leaving	☐	☐	☐	_____
Generator used outdoors at least 20 feet away (if used)	☐	☐	☐	_____
Indoor heat kept on enough to protect pipes	☐	☐	☐	_____
Faucets set to drip in extreme cold or during a heat outage	☐	☐	☐	_____
Household knows where the water shutoff is	☐	☐	☐	_____
Drafty windows covered with storm panels or plastic	☐	☐	☐	_____
Holiday lights checked for tight connections	☐	☐	☐	_____

Fireplace or woodstove opening checked for obstruction

☐☐☐

Service log and sign-off

SEASON NOTES

WORK COMPLETED

NEXT FILTER CHECK DUE

NEXT HEATING SERVICE DUE

NEXT DETECTOR TEST DUE

NEXT COOLING SERVICE DUE

NEXT GUTTER CLEANING DUE

SEASON RESULT

SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.