

LIFETIME PROPERTY MANAGEMENT

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Annual Property Maintenance Schedule

JANUARY - FEBRUARY

- Test smoke and CO detectors, replace batteries
- Check for ice dams, roof damage from winter storms
- Inspect attic for moisture, proper ventilation
- Service furnace/heating system
- Clean dryer vent and check for lint buildup
- Check weather stripping on doors and windows

MARCH - APRIL (Spring)

- Schedule HVAC tune-up before summer
- Clean gutters and downspouts
- Check roof for winter damage, missing shingles
- Inspect foundation for cracks from freeze/thaw
- Test irrigation system, repair broken heads
- Power wash exterior, deck, walkways
- Check window screens, repair or replace
- Trim trees and shrubs away from house

MAY - JUNE

- Service air conditioning before peak season
- Check refrigerant levels in A/C unit
- Clean condenser coils on A/C unit
- Inspect and clean ceiling fans
- Check caulking around windows, doors, tubs
- Test GFCI outlets in bathrooms, kitchen, exterior
- Inspect deck/patio for rot, loose boards
- Apply fresh mulch to landscaping beds

JULY - AUGUST

- Inspect and clean garbage disposal
- Check water heater for sediment, flush if needed

- Inspect washing machine hoses for wear
- Clean range hood filters
- Check grout and caulking in bathrooms
- Inspect exterior paint for peeling/fading
- Test garage door safety sensors and opener

SEPTEMBER - OCTOBER (Fall)

- Schedule furnace/heating system tune-up
- Clean gutters and downspouts (fall leaves)
- Winterize irrigation system before freeze
- Check weatherstripping, replace if worn
- Inspect fireplace, schedule chimney cleaning
- Test heating system before cold weather
- Check insulation in attic and crawlspace
- Seal gaps around pipes, vents, utility entries

NOVEMBER - DECEMBER

- Test smoke and CO detectors again
- Check for drafts around windows and doors
- Insulate exposed pipes to prevent freezing
- Clear debris from yard drains
- Check roof for damage before winter storms
- Service snow removal equipment if applicable
- Review property insurance coverage annually

ONGOING / AS NEEDED

- Replace HVAC filters monthly during peak use
- Check for water leaks under sinks monthly
- Test all door locks quarterly
- Inspect for pest activity quarterly
- Check fire extinguisher pressure gauge
- Document all maintenance in property log

