

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

