

# Building Maintenance Schedule

*This is a starting list; you may want to add or remove items by inserting and deleting rows in this worksheet.*

Quarterly		Date last completed			
Plumbing					
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.				
Drains	Clean with baking soda. Pour water down unused drains.				
Pipes	Inspect visible pipes for leaks.				
Kitchen and bathroom cabinets	Check under and around for leaks.				
Toilets	Check for stability and leaks.				
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.				
Interior					
Wood cabinets and trim	Apply a wood protectant.				
Interior doors	Lubricate hinges.				
Garage door	Lubricate hardware. Inspect mechanism for free travel.				
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.				
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.				
Ceramic tile	Check and clean grout.				
Electrical and appliances					
Heating and cooling systems	Clean and replace filters if necessary.				
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.				
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.				
Dishwasher	Check for leaks.				
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.				
Smoke detector	Test for proper operation and replace batteries if necessary.				
GFI outlets	Test for proper operation.				
Exterior					
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.				
Landscaping	Check for proper drainage.				
Concrete and asphalt	Clean oil and grease.				

# Sample Building Maintenance Plan

**Lei Shi**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name 'Lei Shi'.

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