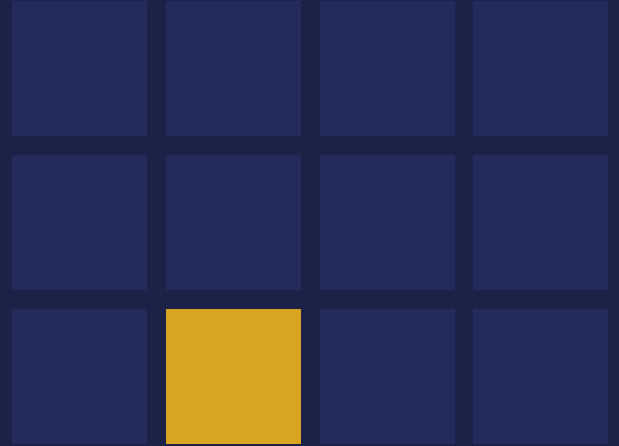




The 12-Month Maintenance Calendar

Print it. Pin it. Done.

General maintenance information. Follow your equipment manuals.
Hire licensed professionals for gas, electrical, roofing and other hazardous work.
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Winter into spring

01 January

Done

- ☐ Test smoke and CO alarms
- ☐ Check the furnace filter
- ☐ Look for ice dams and drafts
- ☐ Test smoke and carbon monoxide alarms; replace batteries if they're due
- ☐ Check the furnace filter and replace it if it's dirty

Cold winters: Watch for ice dams (thick ice along the roof edge); they point to attic heat loss

Warm climates: Service the AC before the spring rush; prices and wait times are lower now

02 February

Done

- ☐ Clean range hood and dishwasher filters
- ☐ Check the attic for leaks and frost
- ☐ Clear slow drains
- ☐ Clean the range hood filter and the dishwasher filter
- ☐ Clear slow drains with a drain strip, not chemicals

Cold winters: Frost on attic nails means warm, moist air is getting in; seal gaps around lights and pipes below

Warm climates: Prune trees and shrubs away from the house before spring growth

03 March

Done

- ☐ Walk the outside of the house
- ☐ Clean gutters
- ☐ Test the sump pump
- ☐ Change the furnace filter
- ☐ Check the basement or crawl space for water after thaw and rain

Cold winters: Wait until frosts are over to reconnect hoses

Warm climates: Schedule the AC tune-up now if you didn't in January

Spring into summer

04 April

Done

- ☐ Service the AC
- ☐ Check outdoor faucets and hoses
- ☐ Clean dryer vent
- ☐ Have the AC serviced, or at least replace the filter and clear the condensate drain
- ☐ Clean the dryer vent duct all the way to the outside

Cold winters: If a frost-free faucet leaks inside, the pipe may have split over winter; call a plumber

Warm climates: Check and clean pool and spa filters

05 May

Done

- ☐ Clean and check windows
- ☐ Inspect the deck
- ☐ Check grading and drainage
- ☐ Clean window tracks and check that windows open, close and lock
- ☐ Check the caulk and weatherstripping around windows and doors

Cold winters: Repair any concrete cracks before next winter's freeze

Warm climates: Check exterior paint and stucco for sun damage

06 June

Done

- ☐ Change the AC filter
- ☐ Check for pests
- ☐ Prepare for storms
- ☐ Change the HVAC filter; summer use clogs them fast
- ☐ Clean bathroom exhaust fans so they clear humidity

Cold winters: Check the attic ventilation; a very hot attic shortens roof life

Warm climates: Hurricane season starts June 1 on the Atlantic and Gulf coasts: check shutters, generator and supplies

Summer into fall

07 July

Done

- ☐ Check the AC condensate drain
- ☐ Look for hidden leaks
- ☐ Test the garage door safety reverse
- ☐ Make sure the AC condensate line drains; a clog can overflow into ceilings
- ☐ Check the water meter with everything off; if it moves, there's a leak

Cold winters: Plan exterior painting and roofing for late summer or early fall, when weather is reliable

Warm climates: Water lawns early in the morning to cut evaporation

08 August

Done

- ☐ Book the furnace tune-up
- ☐ Book a chimney sweep
- ☐ Check the roof and attic
- ☐ Book the furnace or heat pump tune-up for September or October
- ☐ Check attic insulation depth and look for damp spots or daylight

Cold winters: Order firewood now so it can dry

Warm climates: Peak hurricane season: keep the storm kit and generator ready

09 September

Done

- ☐ Service the heating system
- ☐ Seal drafts
- ☐ Clean gutters before leaf fall
- ☐ Have the furnace or heat pump serviced; replace the filter
- ☐ Test the heat briefly before you need it

Cold winters: Have the chimney swept before the first fire

Warm climates: Check the AC again after the long summer

Fall into winter

10 October	Done
☐ Shut off and drain outdoor faucets	
☐ Test smoke and CO alarms	
☐ Clean gutters after leaves fall	
☐ Test smoke and carbon monoxide alarms; replace batteries as needed	
☐ Check the fireplace damper opens and closes	
Cold winters: Shut off the inside valve to outdoor faucets (if you have one) and open the outside tap to drain	
Warm climates: Check the heat pump in heating mode	
11 November	Done
☐ Check emergency supplies	
☐ Replace the furnace filter	
☐ Check for drafts	
☐ Check your emergency kit: flashlights, batteries, water, a battery radio	
☐ Final leaf cleanup of gutters, drains and window wells	
Cold winters: Know where your pipes are most likely to freeze, and how to keep them warm	
Warm climates: Check weatherstripping; even mild climates lose heat through gaps	
12 December	Done
☐ Holiday lights and cord safety	
☐ Freeze watch	
☐ Review the year's maintenance	
☐ Use outdoor-rated cords and GFCI outlets for outside lights	
☐ Keep live trees watered and away from heat sources	
Cold winters: Open cabinet doors under sinks on outside walls during very cold nights	
Warm climates: Check the irrigation system after any freeze warning	

Every month, all year

Tick each job as you do it, and use the climate note for your region. Full guides at homemaintenancekings.com/maintenance.

Job	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check HVAC filter												
Test smoke + CO alarms												
Test GFCI outlets												
Look under sinks												

My home's systems

System	Make / model	Installed	Filter / part size	Last service
