

12-MONTH HOME MANAGEMENT CHECKLIST

stacy ward
HOME

WHY I CREATED THIS HOME MANAGEMENT GUIDE

If you're a homeowner - new or veteran - you know that there is ***always something*** to repair, replace, or maintain. It's just part of the deal when you own a home. But why is it that the timing is just never right?? You had great plans to beautifully renovate your kitchen when all of a sudden you need a new HVAC unit, or your basement floods. So much for the new kitchen!

Trust me, **I've been there and I'm telling you there's a better way**. I've owned five homes in my adult life and have helped countless buyers & sellers over the past nine years, sitting through probably hundreds of home inspections, and in that time I've learned how to best maintain a home, and even more importantly, how to NOT maintain a home. I've seen sellers absolutely shocked after a home inspection when they learn that there are major defects and safety issues in the home they've been living in, and that they are responsible for addressing those issues before closing.

So what's the solution?

I've created a manageable home maintenance checklist - month by month - that I encourage you to begin using **immediately** so that you aren't caught off guard by any big surprises in your home. Each month contains **three must-do tasks as well as two bonus tasks for the overachievers**, and it doesn't matter if you are planning to sell anytime soon or staying put; this guide is intended to help you no matter your situation.

How to use this guide: Post the 12-month overview somewhere prominent. Print out the monthly sheets, grab a binder and some clear plastic sleeves. Complete each monthly checklist, filling in the details as the month goes on. Any receipts or service records should go in a sleeve directly behind the month's summary sheet. The last page includes a list of your trusted service providers, all in one place.

Now, when it is time to sell, you'll have impeccable records to provide to the new buyer. Because remember: **a well-maintained home equals more money in your pocket!**

**Use this checklist as a guide, but find more details in the full blog post [here](#).*

12-MONTH OVERVIEW

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JANUARY

MUST-DO

- Flush your hot water heater
- Inspect your plumbing
- Replace kitchen/fridge water filters

FOR THE OVERACHIEVERS

- Clean your carpets & upholstery
- Touch up caulk in kitchen & baths

FEBRUARY

MUST-DO

- Service your HVAC system
- Inspect your basement/crawl space
- Deep clean your dishwasher

FOR THE OVERACHIEVERS

- Magic Erase wall scuffs or re-paint
- Purge & organize your pantry

MARCH

MUST-DO

- Water treatment system check
- Clean your refrigerator coils
- Inspect your attic

FOR THE OVERACHIEVERS

- Wipe down the interiors of your kitchen drawers and cabinets
- Deep clean under your bed and behind large furniture

APRIL

MUST-DO

- Clean gutters and inspect downspouts
- Prepare your yard for spring
- Inspect outdoor play structures

FOR THE OVERACHIEVERS

- Wash and clean your window screens
- Replace your front door welcome mat

MAY

MUST-DO

- Power wash all outdoor areas
- Get your outdoor storage spaces in order (garage, shed, etc)
- Trim trees and branches

FOR THE OVERACHIEVERS

- Clean the glass of your exterior light fixtures
- Clean the exterior of your windows

JUNE

MUST-DO

- Pest control inspection or check-up
- Mold inspection
- Roof inspection or tune-up

FOR THE OVERACHIEVERS

- Check doors and cabinets for squeaky hinges
- Clean your kitchen exhaust fan filter

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JULY

MUST-DO

- Update your home maintenance binder
- Deep clean your basement storage area
- Test your GFCI outlets and inspect your electric

FOR THE OVERACHIEVERS

- Touch up your trim paint
- Consider swapping out dated light fixtures or plumbing fixtures

AUGUST

MUST-DO

- Prune outdoor plantings
- Schedule another HVAC service if needed
- Inspect all exterior wood

FOR THE OVERACHIEVERS

- Deep clean your garbage disposal
- Organize your mudroom or entryway

SEPTEMBER

MUST-DO

- Have a chimney/fireplace inspection
- Inspect exterior trim paint & touch-up
- Clean all your interior light fixtures

FOR THE OVERACHIEVERS

- Clean & re-paint your front door
- Declutter and organize your closets

OCTOBER

MUST-DO

- Clean gutters and inspect downspouts
- Clean your dryer vent
- Clean/vacuum your HVAC ducts

FOR THE OVERACHIEVERS

- Replace any burnt-out lightbulbs
- Deep clean your shower heads

NOVEMBER

MUST-DO

- Winterize outdoor faucets or hose bibs
- Inspect and repair exterior caulking
- Conduct a thorough exterior perimeter/ drainage check

FOR THE OVERACHIEVERS

- Sort through, re-organize and purge holiday décor
- Deep clean the inside of your windows and doors

DECEMBER

MUST-DO

- Check for air leaks or gaps
- Clean out your fridge & freezer
- Deep clean your glass shower doors

FOR THE OVERACHIEVERS

- Launder or vacuum curtains, blinds, etc.
- Refresh indoor plants

january

MUST-DO TASKS

- Flush your hot water heater
- Inspect your plumbing
- Replace kitchen/fridge water filters

DATE COMPLETED

BONUS TASKS

- Clean your carpets & upholstery
- Touch up caulk in kitchen & baths

ADDITIONAL TASKS

- _____
- _____

NOTES

february

MUST-DO TASKS

- Service your HVAC system
- Inspect your basement/crawl space
- Deep clean your dishwasher

DATE COMPLETED

BONUS TASKS

- Magic Erase wall scuffs or re-paint
- Purge & organize your pantry

ADDITIONAL TASKS

- _____
- _____

NOTES

march

MUST-DO TASKS

- Water treatment system check
- Clean your refrigerator coils
- Inspect your attic

DATE COMPLETED

BONUS TASKS

- Wipe down the interiors of your kitchen drawers and cabinets
- Deep clean under your bed and behind large furniture

ADDITIONAL TASKS

- _____
- _____

NOTES

april

MUST-DO TASKS

- Clean gutters and inspect downspouts
- Prepare your yard for spring
- Inspect outdoor play structures

DATE COMPLETED

BONUS TASKS

- Wash and clean your window screens
- Replace your front door welcome mat

ADDITIONAL TASKS

- _____
- _____

NOTES

may

MUST-DO TASKS

- Power wash all outdoor areas
- Get outdoor storage spaces in order
- Trim trees and branches

DATE COMPLETED

BONUS TASKS

- Clean the glass of your exterior light fixtures
- Clean the exterior of your windows

ADDITIONAL TASKS

- _____
- _____

NOTES

June

MUST-DO TASKS

- Pest control inspection or check-up
- Mold inspection
- Roof inspection or tune-up

DATE COMPLETED

BONUS TASKS

- Check doors & cabinets for squeaky/ loose hinges - tighten or WD40
- Clean your kitchen exhaust fan filter

ADDITIONAL TASKS

- _____
- _____

NOTES

july

MUST-DO TASKS

- Update home maintenance binder
- Deep clean basement storage area
- Test GFCI outlets and inspect electric

DATE COMPLETED

BONUS TASKS

- Touch up your trim paint
Consider swapping out dated light fixtures or plumbing fixtures
-

ADDITIONAL TASKS

- _____
- _____

NOTES

august

MUST-DO TASKS

- Prune outdoor plantings
- Service HVAC system
- Inspect all exterior wood

DATE COMPLETED

BONUS TASKS

- Deep clean your garbage disposal
- Organize your mudroom or entryway

ADDITIONAL TASKS

- _____
- _____

NOTES

september

MUST-DO TASKS

- Have a chimney/fireplace inspection
- Inspect exterior trim paint & touch-up
- Clean all interior light fixtures

DATE COMPLETED

BONUS TASKS

- Clean & re-paint your front door
- Declutter and organize your closets

ADDITIONAL TASKS

- _____
- _____

NOTES

october

MUST-DO TASKS

- Clean gutters and inspect downspouts
- Clean your dryer vent
- Clean/vacuum your HVAC ducts

DATE COMPLETED

BONUS TASKS

- Replace any burnt-out lightbulbs
- Deep clean your shower heads

ADDITIONAL TASKS

- _____
- _____

NOTES

november

MUST-DO TASKS

DATE COMPLETED

- Winterize outdoor faucets or hose bibs _____
- Inspect and repair exterior caulking _____
- Conduct a thorough exterior perimeter/
drainage check _____

BONUS TASKS

- Sort through, re-organize and purge
holiday décor _____
- Deep clean the inside of your windows
and doors _____

ADDITIONAL TASKS

- _____ _____
- _____ _____

NOTES

december

MUST-DO TASKS

- Check for air leaks or gaps
- Clean out your fridge & freezer
- Deep clean your glass shower doors

DATE COMPLETED

BONUS TASKS

- Launder or vacuum curtains, blinds, etc.
- Refresh indoor plants

ADDITIONAL TASKS

- _____
- _____

NOTES

SERVICE PROVIDER LIST

Address

COMPANY/INDIVIDUAL NAME

CONTACT DETAILS

HVAC

Plumber

Electrician

Gutter cleaning

Painter

Carpet/upholstery cleaner

Water treatment system

Structural inspector/contractor

General contractor

Pest control

Mold

Chimney/fireplace

Cleaner

Landscaping/lawn care

Window washer

Power washer

Tree trimming

Duct/vent cleaning

Organizer

Other

Other

Other