

// MAINTENANCE LIST

| Quarter / Task | Recommended Month | Importance |
|---|-------------------|--------------|
| Q1 | | |
| Air filter change | January | ■ Encouraged |
| Trash service set up (yearly contract, weekly pickup) | February | ■ Required |
| Painting | February | ■ As Needed |
| Pool/hot tub set up (2x weekly visit) | March | ■ Required |
| Landscaping set up | March | ■ Required |
| Pest control/tick spray (monthly contract for summer months) | March | ■ Encouraged |
| Window washing | March | ■ Encouraged |
| Q2 | | |
| Outdoor furniture set up | April | ■ Required |
| Opening water systems (exterior) | April | ■ Required |
| Air filter change | April | ■ Encouraged |
| Deep clean/organize | April | ■ Encouraged |
| BBQ tune up or deep clean | April | ■ Encouraged |
| Power/soft washing (walkways) | April | ■ Encouraged |
| Power/soft washing (exterior) | April | ■ As Needed |
| Leave room for errors/issues/one-off projects | June | ■ NA |
| Q3 | | |
| Air filter change | July | ■ Encouraged |
| Deep clean/organize | July | ■ Encouraged |
| Leave room for errors/issues/one-off projects | August | ■ NA |
| Off-season project planning | September | ■ NA |
| Q4 | | |
| Trash service set up (if only a seasonal contract was set up) | October | ■ Required |
| Pool closing | October | ■ Required |
| Winterize (outdoor water) | October | ■ Required |
| Air filter change | October | ■ Encouraged |
| Deep clean/organize | October | ■ Encouraged |
| Roof inspection (every 1-3 years) | October | ■ As Needed |
| Dryer vent clean out | November | ■ Required |
| HVAC/boiler service | November | ■ Encouraged |
| Outdoor furniture storage | November | ■ Encouraged |
| Fire place/kitchen hood service | November | ■ Encouraged |
| Water heater / filter service | November | ■ Encouraged |
| Gutter clean out | November | ■ Encouraged |
| BBQ tune up or deep clean | November | ■ As Needed |
| Air duct cleaning | November | ■ As Needed |
| Leave room for errors/issues/one-off projects | December | ■ NA |