

Schoenberg Construction's 2013 Trusted Advisor Program Maintenance Schedule

MAINTENANCE SCHEDULE	First			Second			Third			Fourth		
	Jan	Feb	Mar	Apr	May	Jen	Jul	Aug	Sept	Oct	Nov	Dec
MONTHLY												
Clean or Replace HVAC Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean or Replace Air Exchange Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for Ice Dams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
QUARTERLY												
Inspect GFCI for proper operations	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Inspect all exterior vents	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Clean lint from dryer vent system	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
BI-ANNUAL												
HVAC inspection and service				<input type="checkbox"/>					<input type="checkbox"/>			
Clean & Repair Gutters				<input type="checkbox"/>					<input type="checkbox"/>			
Check exterior water drainage conditions				<input type="checkbox"/>					<input type="checkbox"/>			
Caulking Inspection and Repair									<input type="checkbox"/>			
Grout Inspection and Repair	<input type="checkbox"/>						<input type="checkbox"/>					
Sump Pump Inspection and Cleaning	<input type="checkbox"/>						<input type="checkbox"/>					
Check faucets for leaks and replace	<input type="checkbox"/>						<input type="checkbox"/>					
Check exterior of Home (Paint, Siding...)				<input type="checkbox"/>					<input type="checkbox"/>			
Check Windows/Storm Windows				<input type="checkbox"/>					<input type="checkbox"/>			
Pest Control				<input type="checkbox"/>					<input type="checkbox"/>			
Clean Drains	<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>			
ANNUAL												
Inspect/Adjust Sprinklers				<input type="checkbox"/>								
Blow Out Sprinkler Systems										<input type="checkbox"/>		
Shut off Outdoor Water										<input type="checkbox"/>		
Disconnect Hoses from sill cocks										<input type="checkbox"/>		
Drain and Refill Water heater(s)										<input type="checkbox"/>		

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ANNUAL (cont.)												
Inspect and test hot water heater safety valve										<input type="checkbox"/>		
Inspect garage doors, rails and lock systems										<input type="checkbox"/>		
Clean and sharpen garbage disposal										<input type="checkbox"/>		
Inspect home fire extinguishers	<input type="checkbox"/>											
Replace smoke alarm batteries	<input type="checkbox"/>											
Inspect Carbon Monoxide Detectors	<input type="checkbox"/>											
Remove and clean drain traps under sinks	<input type="checkbox"/>											
Update Inventory for insurance purposes	<input type="checkbox"/>											
Clean												
Outside Windows				<input type="checkbox"/>								
Inside Windows				<input type="checkbox"/>								
Behind/Under Refridgerator										<input type="checkbox"/>		
Behind/Under Washer & Dryer										<input type="checkbox"/>		
Clean Carpets (every two years)										<input type="checkbox"/>		
Inspect and Clean Chimney/Gas Fireplace										<input type="checkbox"/>		
Inspect/Clean Pool, Hot Tub				<input type="checkbox"/>								
Winterize Pool, Hot Tub										<input type="checkbox"/>		
Trim Trees				<input type="checkbox"/>								
Roof Inspection				<input type="checkbox"/>								
Seal/Clean Decks, Patios, Wood Siding, Driveway				<input type="checkbox"/>								
Change water filters	<input type="checkbox"/>											
Inspect outdoor lighting										<input type="checkbox"/>		
Check plumbing for leaks, especially under sinks	<input type="checkbox"/>											
Crawl Sapce Inspection	<input type="checkbox"/>											
Septic Field Maintenance				<input type="checkbox"/>								
In-Floor Heat Inspection and Maintenance				<input type="checkbox"/>								