



**Shockingly
Handy, LLC**
Electrical/Automation Contractor
& Handyman

Owner: _____
Location: _____
Start Date: _____
Point of Contact: _____

Maintenance Schedule

Schedule could be adjusted depending at Owners discretion

Overall

- Initial Visual Inspection with Plan of Action Schedule
 - Attic
 - Interior
 - Exterior
 - Yard
- Weekly
 - OPEN
- Monthly
 - Surge Protection Device Evaluation
 - Company to Reach Out to Manufacturer, if replacement is necessary.
- 3 Months
 - OPEN
- 6 Months
 - Dwelling Water Pressure
 - Irrigation Water Pressure
- 9 Months
 - Check for leaks using an Infrared Thermography Camera
- 12 Months/Annually
 - Generator Dry Run with Clean Gas then Stabilizer into Tank
- Years
 - OPEN

Interior

- Weekly
 - OPEN
- Monthly
 - Replenish Water Softener Salt; Adjustments to This Routine Where Necessary
 - Clean Out HVAC Condensation Line
 - Window Cleaning
 - Sink and Tub Drain Cleaning
 - Garbage Disposal Cleaning
 - GFCI Testing
 - HVAC Air Filter Replacement (1" thick filter)
- 3 Months
 - Clean Refrigerator and/or Deep Freezer Coils and Grille
 - Dryer Vent Cleaning
 - HVAC Air Filter Replacement (2" thick filter)
- 6 Months
 - Check for leaks throughout using an Infrared Thermography Camera
 - HVAC Air Filter Replacement (3" thick filter)
 - Smoke Detector Testing
- 9 Months
 - HVAC Air Filter Replacement (4" thick filter)
- 12 Months/Annually
 - Smoke Detector Battery Replacement
 - Clean Out Water Heater
 - Inspect for any deterioration
 - Garage Door Lubrication of Springs and Cleaning of Railing System
 - Chimney Cleaning
- Years
 - 10 years: Smoke Detector Replacement

Exterior

- Weekly
 - OPEN
- Monthly
 - Pool Filter Cleaning
 - Window Cleaning
 - GFCI Testing
- 3 Months
 - Irrigation System Operation
 - Soffit Inspection for Rodents
- 6 Months
 - Check for leaks using an Infrared Thermography Camera
 - HVAC Condenser Unit Fin Cleaning
 - HVAC Air Handler Unit Coil Pan Cleaning
- 9 Months
 - Pressure Wash House
 - Pressure Wash Sidewalk
 - Pressure Wash Fence
- 12 Months/Annually
 - Cleaning Window Weep Holes/Draining Slope
 - Grill Cleaning and component replacement
 - Gutter/Downspout Cleaning (preferably from Dec.-Feb.)
- Years
 - OPEN