



**SOWN**  
REALTY GROUP  
DRE: 02322099

(650) 744-2316  
[info@sownrg.com](mailto:info@sownrg.com)  
303 Twin Dolphin Dr. Suite 600  
Redwood City, CA 94065

## Preventative Maintenance Checklist

---

### Exterior

- Inspect roof for missing shingles, leaks, or damage.
- Clean gutters and downspouts; check for proper drainage.
- Check siding, paint, and caulking for cracks or peeling.
- Inspect foundation for cracks or water intrusion.
- Test outdoor lighting and replace bulbs as needed.
- Trim trees and shrubs away from the building and roof.
- Check fences, gates, and exterior structures for stability.

### Interior

- Test smoke and carbon monoxide detectors; replace batteries.
- Inspect HVAC filters; replace every 1–3 months.
- Check plumbing for leaks under sinks, toilets, and water heaters.
- Flush water heater and inspect for corrosion.
- Test all appliances for proper function.
- Inspect windows and doors for drafts; check locks.
- Check flooring for damage or trip hazards.

### Safety & Compliance

- Verify fire extinguishers are charged and accessible.
- Ensure stairways and railings are secure.
- Check for mold or mildew in bathrooms and basements.
- Review pest control measures and inspect for signs of infestation.

### Seasonal Tasks

- Spring: Inspect irrigation systems, clean exterior surfaces.
- Summer: Service HVAC system, check insulation.
- Fall: Clean gutters, inspect roof before winter.
- Winter: Check for frozen pipes, test heating system.

## **Documentation**

- Record all inspections and repairs in a maintenance log.
- Schedule next preventative maintenance visit.