

Building Maintenance Log



Date Last Completed

PLUMBING	DESCRIPTION	DATE	DATE ₂	DATE ₃
Faucets and shower heads	Check for leaks and tighten if faucets for leaks. Clean aerators. Replace washers if necessary.			
Drains	Clean with baking soda. Pour water down unused drains.			
Pipes	Inspect visible pipes for leaks.			
Kitchen and bathroom cabinets	Check under and around for leaks.			
Toilets	Check for stability and leaks.			
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.			

INTERIOR	DESCRIPTION	DATE	DATE ₂	DATE ₃
Wood cabinets and trim	Apply a wood protectant.			
Interior doors	Lubricate hinges.			
Garage door	Lubricate hardware. Inspect mechanism for free travel.			
Window and door tracks	Check to see if sweep holes are open. Clean out dirt and dust. Lubricate rollers and latches.			
Basement or crawl space	Check for cracks or any signs of dampness or leaks. Check for any evidence of termites or wood-eating insects.			
Ceramic tile	Check and clean grout.			

ELECTRICAL & APPLIANCES	DESCRIPTION	DATE	DATE ₂	DATE ₃
Heating and cooling systems	Clean and replace filters if necessary.			
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.			
Refrigerator	Clean dust from top. Clean refrigerator door panel. Clean and defrost freezer if necessary.			
Dishwasher	Check for leaks.			