

BONUS 03 / 05 · HOME

THE HOME MAINTENANCE CALENDAR™

Know what to check, when, and who's responsible, whether you rent or own. Then record that it got done.

USE IT TO

01

Catch small problems before they're expensive

02

Know what's yours to do, and what isn't

03

Keep proof of what was done and when

WHAT'S INSIDE

15 pages · fillable PDF · print-friendly US Letter

01	Start here
03	Who handles what
05	12-month calendar (2 pp.)
07	Appliance & equipment inventory
09	Maintenance history (2 pp.)
11	Annual household review

02	Home profile
04	Recurring task list
06	Seasonal checklists
08	Warranty & service tracker
10	Service-provider directory
12	Notes, sources & limits

START HERE

SET UP ONCE A YEAR

A REAL MAINTENANCE RHYTHM.

Four steps to set up. Then work through it month by month.

- 01

Profile your home
Fill in the Home Profile (p.3). Then mark who handles each system (p.4). Renters: check your lease.
- 02

Build your list
Go through the task list (p.5). Copy intervals from each manual. Tick the months each task belongs in.
- 03

Work the calendar
Each month, copy that month's tasks onto the calendar (pp.6-7) and tick them off. Use the seasonal lists (p.8).
- 04

Keep the record
Log what was done (pp.11-12), track warranties (p.10) and review the year (p.14).

RENTING? READ THIS FIRST

Your lease, and your state and local law, decide who handles repairs and maintenance. Before getting outside help with a dispute, USAGov advises you to read your lease carefully. Many jobs on these pages may belong to your landlord or property manager. Your job might be to notice the problem and report it in writing.

Use **Who handles what** (p.4) to write it down once, including how to request repairs.

WHERE YOUR JOB STOPS

This calendar covers **looking, testing, cleaning and recording**. It does not cover repairs. Electrical work, gas appliances and gas lines, structural problems, roofs, and anything that needs a ladder, a tool inside equipment or a cover removed belong to a qualified, licensed professional, or to your landlord.

Gas smell: leave first, then call from outside (Field Manual p.58). Smoke, sparks or fire at the panel: get out and call 911. Heat or buzzing: call a qualified electrician (Field Manual p.65).

WHERE THE FIELD MANUAL HELPS

Emergency shutoffs: Guide 13, pp.55-59 (complete the shutoff map on p.59; it isn't repeated here). **Water leaks:** Guide 14, pp.60-64. **Electrical panels:** Guide 15, pp.65-69 (circuit directory p.69). **Home maintenance basics:** Guide 16, pp.70-74. **Clogs:** Guide 17, pp.75-79. **Utility bills:** Guide 18, pp.80-84.

YOUR FIRST SESSION	DATE DONE
☐ Test every smoke and CO alarm (press the test button)	
☐ Photograph the model and serial labels on major appliances	
☐ Find and note your HVAC filter size	
☐ Find your lease or HOA repair clause and save the repair-request contact	

"Per manual" means follow the manufacturer's instructions for that equipment. Intervals are printed only where an official source states one (sources on p.15). Educational tool only.

HOME

THE FACTS ABOUT THIS HOME.

The details you'll need when you call for a repair or buy a replacement filter.

HOME NICKNAME

OWN • RENT • CONDO / CO-OP

YEAR BUILT (IF KNOWN)

MOVE-IN DATE

LANDLORD / MANAGER

THEIR PHONE / PORTAL

HOW TO REQUEST REPAIRS

LEASE / HOA SECTION ON REPAIRS

AFTER-HOURS EMERGENCY LINE

HOA / BUILDING CONTACT

KEY LOCATIONS

already mapped in the Field Manual

Your water main, fixture valves, electrical panel and gas utility number belong on the Field Manual's **Home Shutoff Map (p.59)** and **Circuit Directory (p.69)**. Fill those in once and note where you keep them:

COMPLETED SHUTOFF MAP KEPT AT

CIRCUIT DIRECTORY KEPT AT

QUICK FACTS FOR REPLACEMENT PARTS

ITEM	SIZE / TYPE / MODEL	HOW MANY	WHERE IT GOES / NOTES
HVAC / furnace filter			
Water filter (fridge / tap)			
Smoke alarms			
CO alarms			
Fire extinguisher(s)			
Light bulbs (special)			
Batteries (alarms, thermostat)			

YOURS, THEIRS, OR A PRO'S?

Tick who is responsible for each system. Renters and condo owners: this page settles “is that my job?” before something breaks.

SYSTEM / JOB	ME	LANDLORD / HOA	LICENSED PRO	LEASE / HOA CLAUSE OR NOTE	REPORT BY (HOW / WHO)
Smoke & CO alarms (testing, batteries)	☐	☐	☐		
HVAC filters	☐	☐	☐		
Heating & cooling service	☐	☐	☐		
Water heater	☐	☐	☐		
Plumbing leaks & clogs	☐	☐	☐		
Appliances	☐	☐	☐		
Electrical problems	☐	☐	☐		
Gutters, roof & exterior	☐	☐	☐		
Lawn, snow & outdoor areas	☐	☐	☐		
Pests	☐	☐	☐		
Locks, keys & doors	☐	☐	☐		
Windows & screens	☐	☐	☐		
Mold & moisture	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		

RULE OF THUMB

When in doubt, report it rather than fix it. Put repair requests in writing (email, portal or letter), keep a copy, and log them on the history pages. For water near electricity, a gas smell or a sagging ceiling, follow the Field Manual's emergency steps first (pp.55–64).

WHERE TO CHECK THE RULES

Your lease · your HOA or condo rules · your state's tenant rights information (USAGov's tenant-rights page links to state agencies: [usa.gov/tenant-rights](https://www.usa.gov/tenant-rights)) · your homeowners or renters insurance policy for what it covers.

RECURRING TASK LIST

SET UP ONCE A YEAR

THE TASKS, AND WHEN.

Sourced intervals are printed with their source. Everything else follows your equipment's manual.

TASK	HOW OFTEN (SOURCE)	WHO	J	F	M	A	M	J	J	A	S	O	N	D
Test smoke alarms	Monthly USFA • NFPA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test CO alarms	Monthly NFPA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Replace smoke alarms	10 yrs from mfr. date USFA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Replace CO alarms	Per manufacturer NFPA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean dryer lint filter	Before & after each cycle USFA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check dryer vent behind dryer + outside flap opens	Per manual USFA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check / replace HVAC filter	Per manufacturer		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look under sinks & around toilets for leaks	Your choice		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look around water heater for leaks (look only)	Your choice		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test GFCI outlets (TEST / RESET)	Per device instructions		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean range-hood filter	Per manual		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean refrigerator coils	Per manual		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check fire extinguisher gauge / label	Per label		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Heating / cooling professional service	Per manufacturer		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Radon test (homes)	Testing is the only way to know EPA		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

How to use: tick the months each task belongs in, then copy them onto the calendar. "Per manufacturer" or "per manual": find the interval in that equipment's manual or label, and write it in. Blank rows are for your home's own tasks (sump pump, septic, well, pool). **Look only** means don't open, drain or adjust the equipment. That job belongs to the manufacturer's instructions or a professional.

JAN TO JUN. WHAT'S DUE.

Copy each month's tasks from the task list. Tick each one when it's done, and log anything you found on the history pages.

YEAR _____

JAN	DONE ✓
_____	☐
_____	☐
_____	☐
_____	☐
_____	☐
NOTES _____	

FEB	DONE ✓
_____	☐
_____	☐
_____	☐
_____	☐
_____	☐
NOTES _____	

MAR	DONE ✓
_____	☐
_____	☐
_____	☐
_____	☐
_____	☐
NOTES _____	

APR	DONE ✓
_____	☐
_____	☐
_____	☐
_____	☐
_____	☐
NOTES _____	

MAY	DONE ✓
_____	☐
_____	☐
_____	☐
_____	☐
_____	☐
NOTES _____	

JUN	DONE ✓
_____	☐
_____	☐
_____	☐
_____	☐
_____	☐
NOTES _____	

JUL TO DEC.
KEEP IT GOING.

YEAR _____

JUL

DONE ✓

NOTES _____

AUG

DONE ✓

NOTES _____

SEP

DONE ✓

NOTES _____

OCT

DONE ✓

NOTES _____

NOV

DONE ✓

NOTES _____

DEC

DONE ✓

NOTES _____

HOME

FOUR TIMES A YEAR, TAKE A LOOK.

Look-and-check lists for each season. Tick what you've done, and date each card.

SPRING

- ☐ Walk around outside and look for winter damage (from the ground)
- ☐ Check that gutters and downspouts drain away from the house (from the ground)
- ☐ Check window and door screens
- ☐ Run outdoor faucets and look for leaks
- ☐ Cooling-season service, if your system's manual calls for one
- ☐ _____

SUMMER

- ☐ Check caulk and grout around tubs, showers and sinks
- ☐ Check the outside dryer-vent flap opens when the dryer runs
- ☐ Look for moisture or pests in basement, crawlspace or cabinets (look only)
- ☐ Keep plants and debris clear of the outdoor AC unit (per manual)
- ☐ Check decks, steps and railings for damage (look only)
- ☐ _____

FALL

- ☐ Heating-season service for furnaces and boilers, by a qualified pro, per manufacturer
- ☐ Check weatherstripping around doors and windows
- ☐ Disconnect and drain garden hoses, if you get freezing weather
- ☐ Clear leaves from drains you can reach safely from the ground
- ☐ Review your emergency kit (Emergency Ready Plan)
- ☐ _____

WINTER

- ☐ Check doors and windows for drafts
- ☐ Check from outside that exterior vents aren't blocked by snow or debris
- ☐ Look for ice buildup at the roof edge from the ground. Don't climb
- ☐ Know where the water main is before pipes freeze (Field Manual p.59)
- ☐ Review the year's maintenance costs
- ☐ _____

Renters: many of these are your landlord's or HOA's job. Report problems in writing and log them. **Safe from the ground:** these are observation tasks. Ladders, roofs, gas appliances, electrical work and anything behind a cover belong to a qualified professional (Field Manual p.72).

WHAT YOU HAVE, AND HOW TO SERVICE IT.

Furnace, AC, water heater, fridge, washer, dryer, dishwasher, range, sump pump, garage door opener. One card each.

ITEM 01

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 02

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 03

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 04

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 05

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 06

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 07

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

ITEM 08

ITEM _____	BRAND _____
MODEL _____	SERIAL _____
INSTALLED _____	MANUAL AT _____
PART NO. _____	WARR. ENDS _____

Model and serial numbers are usually on a label inside a door, on the back, or near the base. Take a photo of each label. Many makers post manuals online if you search the model number. Useful for repairs, recalls, warranty claims and insurance.

COVERED OR NOT?

Coverage you've paid for is only worth something if you can find it, and you know when it ends.

ITEM	WARRANTY FROM	WHAT'S COVERED	ENDS	REGISTERED	PROOF / RECEIPT KEPT AT	CLAIM NO. / DATE
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		

Read the warranty for what it requires, such as registration, professional installation or regular service, and what it excludes. Keep the receipt, because the purchase date usually starts the clock. Home warranty plans and service contracts are separate products, so list them here too and note what they exclude.

Everything done, found or reported, newest at the bottom. Dates, costs and proof in one place.

[illegible]

Include repair requests you sent and when they were answered. That record matters if a problem comes back, or at move-out.

WHAT WAS DONE, AND WHEN. (2 OF 2)

[illegible]

Include repair requests you sent and when they were answered. That record matters if a problem comes back, or at move-out.

THE PEOPLE WHO FIX THINGS.

Find good people before an emergency, and check their license.

PLUMBER NAME _____ PHONE _____ LICENSE NO. _____ VERIFIED ☐ ON _____ NOTES _____	ELECTRICIAN (LICENSED) NAME _____ PHONE _____ LICENSE NO. _____ VERIFIED ☐ ON _____ NOTES _____	HEATING & COOLING NAME _____ PHONE _____ LICENSE NO. _____ VERIFIED ☐ ON _____ NOTES _____
ROOFER / GUTTERS NAME _____ PHONE _____ LICENSE NO. _____ VERIFIED ☐ ON _____ NOTES _____	APPLIANCE REPAIR NAME _____ PHONE _____ LICENSE NO. _____ VERIFIED ☐ ON _____ NOTES _____	LOCKSMITH NAME _____ PHONE _____ LICENSE NO. _____ VERIFIED ☐ ON _____ NOTES _____
ELECTRIC UTILITY (OUTAGES) NAME _____ PHONE _____ OUTAGE LINE _____ ACCT. LAST 4 _____ NOTES _____	GAS UTILITY (EMERGENCY) NAME _____ PHONE _____ OUTAGE LINE _____ ACCT. LAST 4 _____ NOTES _____	WATER / SEWER UTILITY NAME _____ PHONE _____ OUTAGE LINE _____ ACCT. LAST 4 _____ NOTES _____

OTHER TRADE (PEST, HANDYPERSON...)	NAME	PHONE	LICENSE CHECKED	NOTES
			☐	
			☐	

Licensing rules for trades vary by state and city. Where they apply, check the license with the issuing agency before you hire. Get written estimates for bigger jobs. For a gas smell, call from outside after you leave (Field Manual p.58).

ONCE A YEAR, STEP BACK.

Review the safety basics, total the year, and plan what's next. Add expected costs to the Money Snapshot's irregular-costs page.

YEAR REVIEWED

DATE

THE CHECKLIST

- ☐ Smoke alarms: any older than **10 years** from the manufacture date? Replace USFA
- ☐ CO alarms: replacement date checked against the manufacturer's instructions NFPA
- ☐ Home tested for radon? EPA says testing is the only way to know your exposure EPA
- ☐ Home Shutoff Map and Circuit Directory still accurate (Field Manual pp.59, 69)
- ☐ Fire escape plan practiced twice this year NFPA
- ☐ Appliance inventory, photos and manuals updated (p.9)
- ☐ Warranties: anything expiring next year? (p.10)
- ☐ Homeowners or renters insurance reviewed (Life Admin Organizer)
- ☐ Provider directory updated (p.13)
- ☐ This year's costs totaled (history pages)
- ☐ Next year's task list and calendar printed

THIS YEAR IN NUMBERS

TOTAL SPENT ON MAINTENANCE \$

TOTAL SPENT ON REPAIRS \$

REPAIR REQUESTS SENT (RENTERS)

STILL OPEN

WHAT DID THIS YEAR TEACH YOU?

NEXT YEAR'S PLANNED PROJECTS

PROJECT	PRIORITY 1-3	EST. COST \$	TARGET MONTH	DIY / PRO / LANDLORD	NOTES

HOW THIS WAS BUILT.

YOUR NOTES

SOURCES (CHECKED OCTOBER 2026)

U.S. Fire Administration: Smoke alarms. "Test smoke alarms every month"; smoke alarms "need to be replaced 10 years from the manufacture date." usfa.fema.gov/prevention/home-fires/prepare-for-fire/smoke-alarms

NFPA: Carbon monoxide. "Test CO alarms at least once a month; replace them according to the manufacturer's instructions." nfpa.org/.../home-fire-safety/carbon-monoxide

USFA: Clothes Dryer Fire Safety. Clean the lint filter before and after each cycle; check the venting behind the dryer isn't damaged, crushed or restricted; make sure the outdoor vent covering opens; have the dryer installed and serviced by a professional. usfa.fema.gov/downloads/pdf/publications/clothes_dryer_fire_safety_flyer.pdf

USAGov: Tenant rights. Read your lease carefully; find your state agency for tenant rights. usa.gov/tenant-rights

NFPA: Smoke alarms. "Test all smoke alarms at least once a month." nfpa.org/.../home-fire-safety/smoke-alarms

NFPA: Escape planning. "Practice your home fire escape plan twice a year." nfpa.org/.../home-fire-safety/escape-planning

U.S. EPA: Radon. Radon is invisible and odorless; "Testing is the only way to know your level of exposure." epa.gov/radon

The Adulting Field Manual™, Guides 13–18 (pp.55–84): shutoffs, leaks, panels, maintenance, clogs and utility bills, including the professional-boundary rules repeated here.

IMPORTANT

This toolkit provides general educational information and planning tools only. It is not professional trade, legal or insurance advice. Equipment, homes, leases and local codes differ: follow manufacturer instructions and your lease, and use qualified licensed professionals for electrical, gas, structural, roofing and other hazardous work. In an emergency, call 911. To the fullest extent permitted by law, Stuff Nobody Taught Us disclaims liability for any loss, damage or injury arising from use of this toolkit. Full notice: The Adulting Field Manual™, p.148.