Baseline Home Maintenance

Homeowner Schedule

Unit / Area	Task	1	2	3	4	5	6	7	8	9	10	11	12
Washing Machine	Clean filter / lint trap	☐		☐		☐		☐		☐		☐	
Dishwasher	Clean filter	☐		☐		☐		☐		☐		☐	
Dishwasher	Cleaning cycle	☐			☐			☐			☐		
Washing Machine	Cleaning cycle	☐			☐			☐			☐		
Water Softener	Add salt	☐			☐			☐			☐		
HVAC (Indoor)	Replace air filter	☐			☐			☐			☐		
Refrigerator	Replace water filter	☐						☐					
Oven / Stovetop	Clean oven interior	☐											
Smoke/CO Detectors	Replace batteries	☐											
Gutters	Clean gutters	☐											

Professional Schedule

Unit / Area	Task	1	2	3	4	5	6	7	8	9	10	11	12
Refrigerator	Professional Service	☐						☐					
Dryer	Professional Service	☐						☐					
Water Heater	Professional Service	☐						☐					
HVAC (Indoor)	Professional Service	☐											
HVAC (Outdoor)	Professional Service	☐											
Dishwasher	Professional Service (2yrs)	☐*											
Washing Machine	Professional Service (2yrs)	☐*											
Water Softener	Professional Service (3yrs)	☐*											
Garage Door	Professional Service (5yr)	☐*											

Key

#	1	2	3	4	5	6	7	8	9	10	11	12
Month												

Baseline
Home Maintenance

What can I do?

Washing Machine – Clean filter & Cleaning cycle

Lint, hair, and debris collect in the filter during normal use, which can cause drainage problems and odors. You can usually find the filter on the bottom of the front face of the machine (top loader filters are more difficult to locate). Running a cleaning cycle ("tub clean") removes detergent residue, mold, and bacteria that build up inside the drum. The recommended frequency for both tasks increases if you have shedding pets or do laundry very often. Tip: Place a towel or cup down before removing the filter — water often spills out.

Dishwasher – Clean filter & Cleaning cycle

A clean filter catches food particles and debris, keeping them from clogging the drain or recirculating onto your dishes. A clogged filter leads to poor cleaning and odors. You can find your filter at the bottom of the basin. A cleaning cycle removes hidden buildup, grease, and bacteria that regular cycles can't reach. If you run your dishwasher frequently or don't pre-rinse dishes, you may need to clean it more often. Tip: Medium/high pressure water should be enough to clean the filter.

Water Softener – Add salt

Salt is essential for your water softener to remove minerals from your water. If the salt runs low, the system can't function and hard water returns. You may need to add salt more often if you have a large household or very hard water. Tip: If you ever see a large pool of water and just a crust of salt above it, you may have a salt bridge and should break it up.

HVAC (Indoor) – Replace air filter

A clean filter keeps dust and allergens out of your air, while clogged filters make your HVAC work harder and can cause breakdowns. Replace every 3 months for the average home, more often if you have pets, allergies, or live in a dusty area. Tip: Ensure it's facing the right direction.

Refrigerator – Replace water filter

Over time, the water filter (also used for ice makers) stops working effectively and can slow down the flow speed. These are often recommended to be replaced every 6 months. Tip: Run a few gallons of water through the new filter - they often release some carbon when they are first installed.

Oven / Stovetop – Clean oven interior

Grease and food spills build up inside the oven, creating smoke, odors, and even fire hazards. Deep cleaning once a year is usually enough, but you may want to clean more often if you bake frequently or have spills. Tip: Some ovens have a self clean feature that can be quite helpful.

Smoke/CO Detectors – Replace batteries

Batteries can slowly drain even if the detector doesn't go off. Replace once a year as a rule, or sooner if you hear chirping, and try to test your alarms regularly. Tip: Replace them all at the same time.

Gutters - Clean gutters

Leaves, dirt, and debris block water flow, causing overflows, roof leaks, and foundation damage. Clean at least once a year, ideally after most leaves have fallen in autumn. If you have a lot of trees around, you may need to clean them more often. Tip: Consider gutter guards to reduce the need for cleaning.