

EVERYTHING ABOUT YOUR HOME IN ONE PLACE

Home Maintenance Planner & Home Binder

Monthly, seasonal & yearly checklists, appliance & warranty log,
contractor list, paint colors, emergency info, home inventory,
budget & reserve fund

US Letter · Free sample

Home

Address

Year

Emergency Info & Shutoffs

Know where these are

Main water shutoff

Water heater shutoff

Gas shutoff (and tool)

Electric panel / main breaker

Sump pump · backup power

Smoke / CO alarm locations

Fire extinguisher locations

Furnace / boiler switch

Septic tank / well location

Spare key location

Emergency contacts

Emergency (US & Canada)

Poison control

Gas utility emergency

Electric outage line

Water utility

Plumber (24 hr)

Electrician

HVAC repair

Neighbor / local contact

Insurance claims line

If something goes wrong

- Water leak: shut off the main supply or the fixture valve
- Smell gas: leave the house, then call the gas utility or 911 from outside; do not use switches
- Electrical trouble: switch off the breaker if safe; call an electrician
- No heat in winter: check thermostat, power, fuel; protect pipes from freezing
- Document damage with photos and notes before cleanup
- Call your insurer promptly and keep receipts

Home tip: Show every adult in the household how to shut off the water, gas (if you have it), and electricity, and teach them the fire escape plan.

Monthly Checklist

Task	J	F	M	A	M	J	J	A	S	O	N	D
Test smoke & CO alarms												
Check HVAC filter (replace if dirty)												
Run water in unused sinks / tubs												
Check under sinks for leaks												
Clean range hood filter												
Clean garbage disposal; clean dishwasher filter												
Check fire extinguisher gauges	┌	┐	─	┐	─	┐	─	┐	─	┐	─	┐
Test GFCI outlets	┌	┐	─	┐	─	┐	─	┐	─	┐	─	┐
Check for pests / droppings	┌	┐	─	┐	─	┐	─	┐	─	┐	─	┐
Look at ceilings and walls for stains	┌	┐	─	┐	─	┐	─	┐	─	┐	─	┐
Walk the exterior; check gutters and drainage	┌	┐	─	┐	─	┐	─	┐	─	┐	─	┐
Check attic / basement / crawlspace for dampness	└	┘	─	┘	─	┘	─	┘	─	┘	─	└
Review budget & log expenses	└	┘	─	┘	─	┘	─	┘	─	┘	─	└
	┌	┐	─	┐	─	┐	─	┐	─	┐	─	┐

This month I noticed

Home tip: Filter and alarm schedules vary: follow your equipment’s instructions. Replace smoke and CO alarms on the schedule the manufacturer states.