



10-Point Annual PM Checklist & Maintenance Log

1. WATER HEATER AGE

- ☐ Locate the manufacturer's sticker.
- ☐ Verify installation date is **under 10 years old**.
- ☐ Plan for replacement if it's approaching its double-digit birthday.
- ☐ Check the floor pan for rust or moisture.

2. TEST SHUT-OFF VALVES

- ☐ "Exercise" (turn off/on) all valves under sinks and behind toilets.
- ☐ Ensure the main water shut-off handle moves freely.
- ☐ Inspect for green corrosion or slow drips.

3. REPLACE SUPPLY HOSES

- ☐ Confirm all sink, toilet, and laundry hoses are **braided stainless steel**.
- ☐ Check for kinks or frayed metal braiding.
- ☐ **Replacement Rule:** Swap out every 5 years regardless of look.

4. CHECK AC DRAIN & FLOAT

- ☐ Clear the condensate line (flush with vinegar or use a shop vac).
- ☐ Manually lift the float switch to ensure the AC unit shuts off.
- ☐ Clean the area around the air handler.

5. INSPECT GROUT & CAULKING

- ☐ Check for cracks in the shower floor and wall grout.
- ☐ Inspect the caulk seal around the base of the tub and toilet.
- ☐ Look for "pinholes" where water could seep behind tiles.

6. CLEAN BALCONY DRAINS

- ☐ Clear all leaves, dirt, and debris from the drain opening.
- ☐ Pour a gallon of water down the drain to verify it flows away quickly.
- ☐ Check sliding door tracks for blockage.

7. TEST LEAK DETECTORS

- ☐ Replace batteries in all Wi-Fi or local alarms.
- ☐ Trigger a "test" to ensure notifications reach your phone.
- ☐ Ensure sensors are placed near the water heater and AC unit.

8. INSPECT APPLIANCES

- ☐ **Dishwasher:** Check the kickplate for signs of slow leaks.
- ☐ **Washing Machine:** Look for bulging rubber hoses or weeping seals.
- ☐ **Refrigerator:** Vacuum the coils on the back/bottom for efficiency.

9. CHECK ELECTRICAL PANEL

- ☐ Look for charred marks or signs of overheating.
- ☐ Ensure all breakers are labeled clearly.
- ☐ Flip breakers off and on to prevent "sticking" over time.

10. SCHEDULE PROFESSIONAL INSPECTIONS

- ☐ Book an annual HVAC "Clean and Check."
- ☐ Arrange a professional plumbing walk-through to catch hidden leaks.



Maintenance Completion Log

Item	Item	Date Completed	Status / Notes	Next Due Date
1	WATER HEATER AGE			
2	TEST SHUT-OFF VALVES			
3	CHECK SUPPLY HOSES			
4	CHECK AC DRAIN & FLOAT			
5	INSPECT GROUT & CAULKING			
6	CLEAN BALCONY DRAINS			
7	TEST LEAK DETECTORS			
8	INSPECT APPLIANCES			
9	CHECK ELECTRICAL PANEL			
10	SCHEDULE PROFESSIONAL INSPECTIONS			