



Statement of Services

Customer: _____ Date: _____ CST: _____

Repairs Completed:

Every Visit		Seasonal Services	
General	JAN	• Clean Dishwasher Screens/Air Gaps	
• Check/Replace Light Bulbs		• Operate All Interior Water Shut Off Valves	
• Test Smoke/CO Detectors		• Change Furnace Filters	
• Check Fire Extinguishers	FEB	• Clean Refrigerator Coils	
• Service Doors/Hinges/Locks		• Replace Drinking Water Filters	
• Inspect/Lubricate Sliding Door Tracks	MAR	• Change Batteries Smoke/CO/Thermostat	
• Check Window Glass/Screens	APR	• Turn On Exterior Water/Attach Hoses	
• Look For/Repair Settlement Cracks/Pops		• Operate All Windows/Doors	
Utilities		• Inspect/Replace Weather Stripping	
• Inspect/Clean HVAC Filters		• Install Window/Door Screens	
• Drain ½ Gallon From Water Heater		• Change Furnace Filters	
• Inspect/Empty Dehumidifier	MAY	• Inspect/Trim Branches In Contact With House	
• Inspect/Empty House Vacuum Containers		• Inspect Roof	
• Test Gas Fireplace(s)		• Inspect Attic For Animals/Leaks	
Kitchen and Bath		• Operate Attic Ventilation Fan	
• Inspect/Repair Tub/Shower Caulking	JUN	• Uncover House Attic Fan	
• Inspect/Repair Sink Caulking		• Service Garage Doors	
• Inspect/Repair Grout In Showers		• Replace Garage Opener Batteries (need code)	
• Inspect/Clear Drains	JUL	• Inspect/Replace Washer Hoses	
• Inspect/Clean Faucet Aerators		• Clean Dryer Vent	
• Inspect/Repair Toilets		• Change Furnace Filters	
• Operate/Lubricate Bath Ventilation Fans	AUG	• Replace Drinking Water Filters	
• Inspect/Repair Counter Caulking	SEP	• Change Batteries In Smoke/CO Detectors	
• Add Freshener To Dishwasher	OCT	• Operate All Windows/Doors	
• Clean/Sharpen Garbage Disposal		• Inspect/Replace Weather Stripping	
• Add Freshener To Refrigerator		• Change Furnace Filters	
Exterior	NOV	• Install Storm Windows/Doors	
• Inspect/Repair Exterior Facing On House		• Cover House Attic Fan	
• Inspect/Repair Exterior Caulking	DEC	• Turn Off Exterior Water/Store Hoses	
• Inspect hose bibs		• Clean HVAC Return Vents	

