



HOME *Maintenance*



HOME *Maintenance Log*

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SPRING *Home Maintenance*

- ☐ CHANGE FURNACE FILTER (MONTHLY)
- ☐ CLEAN GARBAGE DISPOSAL (MONTHLY)
- ☐ HVAC SERVICE- CENTRAL AIR
- ☐ CLEAN GUTTERS AND DOWNSPOUTS
- ☐ POWER WASH SIDING
- ☐ INSPECT SIDING FOR SIGNS OF DAMAGE OR MOLD
- ☐ CHECK ROOF FOR DAMAGE OR MISSION SHINGLES
- ☐ TRIM TREES AND BUSHES
- ☐ INSPECT AND REPAIR DECK AND/OR PATIO
- ☐ PLANT NEW FLOWERS OR VEGETATION
- ☐ INSPECT WINDOW AND DOOR SEALS FOR DRAFTS
- ☐ CLEAN INTERIOR AND EXTERIOR OF WINDOWS
- ☐ LUBRICATE DOOR HINGES
- ☐ DEEP CLEAN CARPET AND RUGS
- ☐ DUST AND CLEAN CEILING FANS AND LIGHT FIXTURES
- ☐ TEST. GFCI OUTLETS



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SUMMER *Home Maintenance*

- ☐ CHANGE FURNACE FILTER (MONTHLY)
- ☐ CLEAN GARBAGE DISPOSAL (MONTHLY)
- ☐ CLEAN AND MAINTAIN OUTDOOR FURNITURE
- ☐ INSPECT AND CLEAN BBQ GRILL
- ☐ CHECK AND REPAIR SPRINKLER SYSTEM
- ☐ CHECK FOR CRACKS IN THE DRIVEWAY AND WALKWAY
- ☐ SEAL GAPS AND CRACKS IN WINDOWS AND DOORS
- ☐ INSPECT AND RE-CAULK AROUND EXTERIOR OF HOME
- ☐ CHECK ATTIC INSULATION AND VENTILATION
- ☐ LUBRICATE GARAGE DOOR AND HINGES
- ☐ CHECK AND REPLACE WEATHER STRIPPING ON GARAGE DOOR
- ☐ POWER WASH GARAGE FLOOR



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FALL *Home Maintenance*

- ☐ CHANGE FURNACE FILTER (MONTHLY)
- ☐ CLEAN GARBAGE DISPOSAL (MONTHLY)
- ☐ CLEAN GUTTERS AND DOWNSPOUTS
- ☐ CHECK FOR PROPER DRAINAGE AWAY FROM THE FOUNDATION
- ☐ HVAC SERVICE- FURNACE
- ☐ INSPECT AND CLEAN THE CHIMNEY
- ☐ SEAL GAPS AND CRACKS IN WINDOWS AND DOORS
- ☐ CHECK FOR DRAFTS AND REPLACE WEATHER STRIPPING AS NEEDED
- ☐ STORE OUTDOOR FURNITURE AND GARDEN HOSES
- ☐ TRIM TREES AND BUSHES AWAY FROM HOME
- ☐ CHECK AND REPLACE BATTERIES IN SMOKE DETECTORS
- ☐ CHECK AND REPLACE BATTERIES IN CARBON MONOXIDE DETECTORS
- ☐ INSPECT FIRE EXTINGUISHERS



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WINTER *Home Maintenance*

- ☐ CHANGE FURNACE FILTER (MONTHLY)
- ☐ CLEAN GARBAGE DISPOSAL (MONTHLY)
- ☐ INSULATE PIPES TO PREVENT FREEZING
- ☐ INSPECT ROOF FOR ICE DAMNS AND CLEAR IF NECESSARY
- ☐ INSPECT GUTTERS FOR ICE BUILDUP
- ☐ CHECK FOR DRAFTS AROUND WINDOWS AND DOORS
- ☐ CONSIDER ADDING HEAVY CURTAINS FOR INSULATION
- ☐ PREPARE AN EMERGENCY KIT WITH ESSENTIALS LIKE FLASHLIGHTS, BATTERIES, AND BLANKETS.



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HOW TO ADD DOCUMENTS

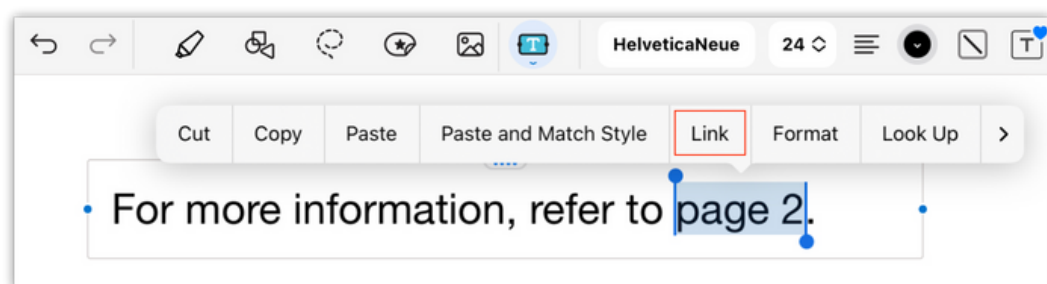
YOU CAN ADD THEM AS AN IMAGE

- SELECT THE IMAGE TOOL FROM THE TOOLBAR
- TAP ANYWHERE ON THE PAGE
- SELECT AN IMAGE YOU WANT TO ADD FROM "PHOTOS" OR "INSERT FROM..." AND CHOOSE FROM YOUR FILES

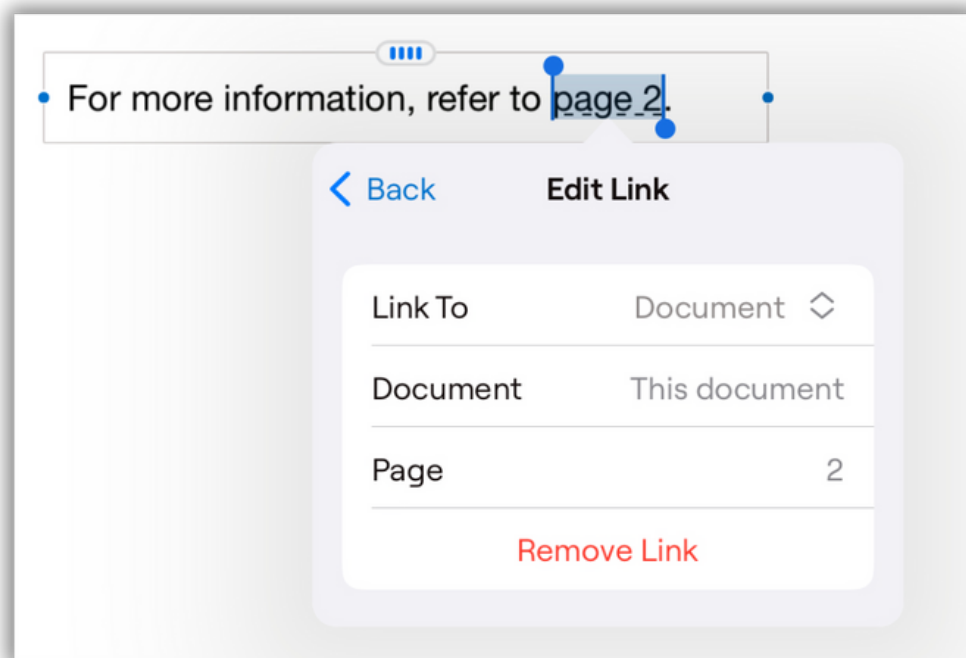
YOU CAN ADD THEM AS A LINK

CREATE A LINK

1. WHILE EDITING IN THE TEXT BOX OR IN FULL-PAGE TYPING, SELECT THE TEXT YOU WANT TO LINK BY TAPPING TWICE TO HIGHLIGHT IT AND OPTIONALLY ADJUSTING THE SELECTION.
2. TAP LINK IN THE POP-UP OPTIONS.
3. CUSTOMIZE THE LINK, DEPENDING ON YOUR NEEDS:
 - TO CREATE AN INTERNAL LINK TO A PAGE OF A DOCUMENT, SET THESE PROPERTIES:
 - **DOCUMENT:** KEEP THIS DOCUMENT, OR TAP IT TO SELECT ANOTHER.
 - **PAGE:** TAP TO SELECT A PAGE OF THE DOCUMENT SELECTED IN THE PREVIOUS STEP.



- TO CREATE AN EXTERNAL LINK TO A WEB PAGE, SET THESE PROPERTIES:
 - **LINK TO:** TAP AND CHOOSE WEBSITE.
 - **LINK:** TAP TO EDIT THE URL.



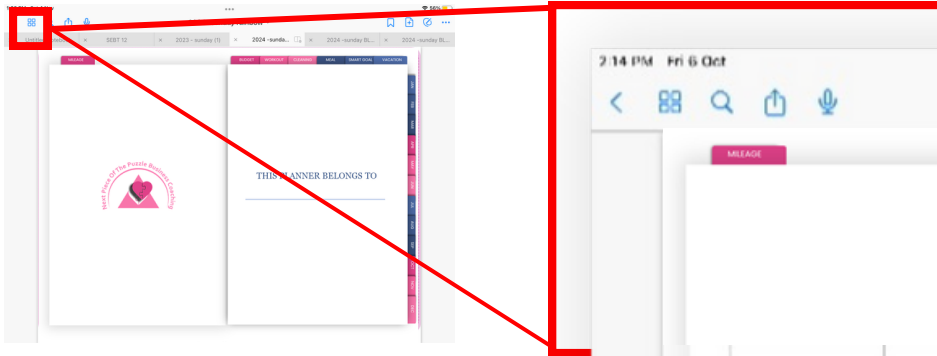
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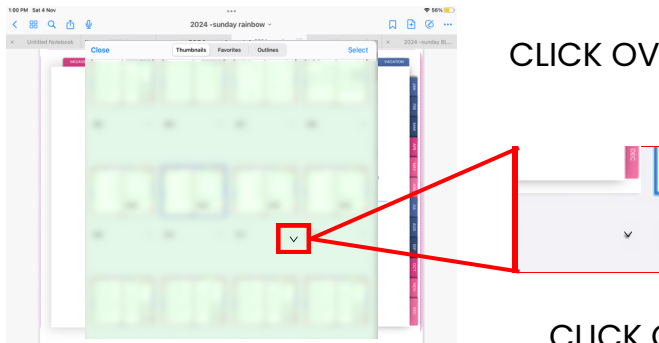


HOW TO DUPLICATE PAGES

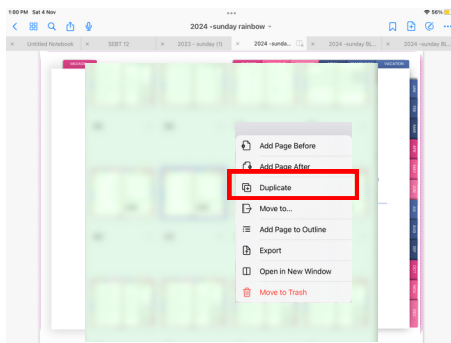
YOU CAN DUPLICATE PAGES ACCORDING TO NEED



CLICK OVER THIS ICON ON TOP



CLICK ON ARROW BELOW



CLICK ON DUPLICATE



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