75-Item Monthly Maintenance Checklist

850-486-0037 | Rays@echomeworks.com

Property / unit: _____

Date: _____ Completed by: _____

Doors and Locks

- ☐ 01. Checked front door
- ☐ 02. Checked back and side doors
- ☐ 03. Checked interior doors
- ☐ 04. Checked door handles
- ☐ 05. Checked door hinges
- ☐ 06. Checked door locks
- ☐ 07. Checked door stops
- ☐ 08. Checked weatherstripping
- ☐ 09. Checked door sweeps

Windows and Screens

- ☐ 10. Checked window glass
- ☐ 11. Checked window locks
- ☐ 12. Checked window operation
- ☐ 13. Checked window screens
- ☐ 14. Checked window tracks
- ☐ 15. Checked blinds and shades
- ☐ 16. Checked curtain rods and brackets

Walls, Ceilings and Floors

- ☐ 17. Checked walls
- ☐ 18. Checked ceilings
- ☐ 19. Checked interior paint
- ☐ 20. Checked wall trim
- ☐ 21. Checked baseboards
- ☐ 22. Checked flooring
- ☐ 23. Checked floor transitions
- ☐ 24. Checked thresholds
- ☐ 25. Checked rugs and mats

Notes / Owner Follow-Up:

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Cabinets and Counters

- ☐ 26. Checked cabinet doors
- ☐ 27. Checked cabinet hinges
- ☐ 28. Checked cabinet handles
- ☐ 29. Checked drawers
- ☐ 30. Checked drawer slides
- ☐ 31. Checked cabinet interiors
- ☐ 32. Checked countertops
- ☐ 33. Checked countertop seams
- ☐ 34. Checked backsplash

Tile, Caulk and Bathroom Accessories

- ☐ 35. Checked floor tile
- ☐ 36. Checked wall tile
- ☐ 37. Checked grout
- ☐ 38. Checked caulk
- ☐ 39. Checked towel bars
- ☐ 40. Checked toilet-paper holders
- ☐ 41. Checked shower curtain rods
- ☐ 42. Checked bathroom mirrors

Furniture and Beds

- ☐ 43. Checked dining chairs
- ☐ 44. Checked dining table
- ☐ 45. Checked sofas and accent chairs
- ☐ 46. Checked coffee and end tables
- ☐ 47. Checked bed frames
- ☐ 48. Checked bed supports
- ☐ 49. Checked headboards
- ☐ 50. Checked dressers and nightstands

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Date: _____ Completed by: _____

Furniture and Beds

- ☐ 51. Checked furniture handles
- ☐ 52. Checked upholstery

TVs and Household Accessories

- ☐ 53. Checked TVs
- ☐ 54. Checked TV remotes
- ☐ 55. Checked visible TV brackets
- ☐ 56. Checked shelves and brackets
- ☐ 57. Checked wall decorations
- ☐ 58. Checked lamps
- ☐ 59. Checked light operation
- ☐ 60. Checked visible light covers

Filters and Appliances

- ☐ 61. Checked air filter
- ☐ 62. Checked accessible vent covers
- ☐ 63. Checked thermostat display
- ☐ 64. Checked appliance handles
- ☐ 65. Checked appliance doors and seals
- ☐ 66. Checked appliance displays

Exterior and Outdoor Areas

- ☐ 67. Checked visible siding and trim
- ☐ 68. Checked exterior paint
- ☐ 69. Checked porch and patio
- ☐ 70. Checked accessible steps
- ☐ 71. Checked visible railings
- ☐ 72. Checked outdoor furniture
- ☐ 73. Checked gates and latches
- ☐ 74. Checked fencing
- ☐ 75. Checked walkways

Notes / Owner Follow-Up: