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

HOME

# 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.

CHECKLISTS

# 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** | | | | | | | | | | | | |
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| | | | | | | | | | | | | |

## 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.