



Preventative Maintenance Schedule

CONCIERGE PROPERTY SERVICES

— SPRING & SUMMER *May – June*

PLUMBING

- Annual check-up of all valves, faucets, toilets, and hose bibs
- Flush hot water heater (tank or tankless)
- Service water softener and purification systems
- Test and inspect sump pump

ELECTRICAL

- Preventative maintenance check on all electrical outlets and panels

HVAC — COOLING

- Change air filters
- Check refrigerant (R-22 systems), capacitors, and evaporator coils
- Check refrigerant lines for leaks; inspect fan motors
- Verify thermostats are calibrated and operating correctly
- Turn off humidity devices if applicable

EXTERIOR

- Gutter and downspout cleanout
- Window cleaning (interior and exterior)
- Pressure or gentle wash of hardscape, decks, and house

SAFETY

- Security system, smoke, and carbon monoxide alarm checks
- Sensor calibration and testing

PEST CONTROL

- Re-bait stations and inspect for signs of intrusion

IRRIGATION

- System startup — timing is weather dependent
- Turn on water; replace sprinkler heads as needed

GENERATOR

- On-site unit service: oil check, spark plug check, overall health check



Preventative Maintenance Schedule

CONCIERGE PROPERTY SERVICES

— FALL & WINTER *October – November*

HVAC — HEATING

- Change air filters; check overall operations
- Confirm oil service is set up (if applicable)
- Turn on humidity devices (if applicable)
- Verify thermostats are calibrated and operating correctly

FURNACE, BOILER & HEAT PUMP

- Inspect burner assembly, heat exchanger, flue system, and gas connections for wear, corrosion, or damage
- Check for proper combustion and venting to ensure safe operation
- Heat pumps: verify defrost cycle and reversing valve are operating correctly

PLUMBING

- Annual check-up of all valves, faucets, toilets, and hose bibs
- Tankless water heater — flush unit
- Silcock and spigot winterization (separate from irrigation)
- Test and inspect sump pump

FIREPLACE & CHIMNEY

- Annual inspection, maintenance, and cleaning of wood and gas fireplaces

SAFETY

- Smoke and carbon monoxide alarm checks

EXTERIOR

- Gutter and downspout cleanout — prevents ice dams, water intrusion, and flooding
- Window cleaning — personal preference; landscape and view drive decision

PEST CONTROL

- Re-bait stations and inspect for signs of intrusion

IRRIGATION

- Winterization — timing is weather dependent
- Blow out lines and turn off water supply

GENERATOR

- Oil check, spark plug check, overall health check

PERIODIC — AS NEEDED

- Electrical: prioritize for pre-1970s homes or any history of issues
- Dryer vent: clean ducts every 1–2 years for fire prevention