

Property Maintenance Reference Guide
 MJ Insurance | Sorority Division

ITEM	Average Lifespan	Maintenance Frequency	What to Do	Comments
Fireplace		Annually	Have chimney professionally cleaned	
Electrical systems		Annually	Inspect breaker box. Tighten all breakers and main lugs. Inspect stove and dryer receptacles, bath exhaust fans, etc.	
Heating system		Annually	Have system serviced in the Fall	
Water Heaters		Annually	Inspect, drain and descale	
Fire Extinguishers		Annually	Inspect and recharge	
Lawn sprinklers		Annually	Inspect, test, replace heads, reset timers	
Screens		Annually	Inspect and/or replace screens	
Filters		Monthly	Clean/replace filters	
Vents		Monthly	Keep heating/cooling vents free from obstruction	
Parking areas		Monthly	Inspect for cracks and potholes	
Exterior lighting		Monthly	Inspect and adjust timers or photocells	
Air conditioner		Quarterly	Clean coils, change filters, oil motors	
Sidewalks and concrete steps		Quarterly	Inspect all sidewalks and steps	
Fitness equipment		Quarterly	Inspect and repair if necessary	

Rain gutters		Quarterly	Inspect for secure fastening and clean	
Smoke alarms		Quarterly	Inspect and test battery	
Carbon monoxide alarms		Quarterly	Inspect and test battery	
Photocells		Quarterly	Inspect, test and clean	
Balcony and stairwell railings		Quarterly	Inspect for secure fastening	
Exterior of buildings		Quarterly	Inspect for wood rot, loose or damaged trim, paint deterioration and loose or damaged siding	
Attic		Seasonally	Close vents to conserve heat (Fall). Open vents to ensure proper ventilation (Spring).	
Windows		Seasonally	Check window seals and replace as necessary	
Exterior doors		Seasonally	Inspect weather stripping, thresholds, hinges, door closers and locks	
Interior plumbing		Semi-annually	Inspect all kitchen and bath faucets and toilets for leaks. Inspect all supply lines and washing machine hoses.	
Roofs, flashing and gutters		Semi-annually	Inspect guttering, flashing, shingles, fireplaces and caps	
Storm drains		Semi-annually	Inspect and clean all property, storm, yard, compactor and/or downspout drains	

Property Maintenance Checklist

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ITEM	Maintenance Frequency	What to Do	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fireplace	Annually	Have chimney professionally cleaned												
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Photocells	Quarterly	Inspect, test and clean												
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