HOME MAINTENANCE MADE SIMPLE

YEAR-ROUND HOME CARE WORKBOOK



Seasonal Schedules • Monthly Checks • Repairs • Home Records

CHECK • TRACK • MAINTAIN • PLAN

INK-SAVER EDITION

A Practical Workbook for an Organized, Well-Cared-For Home

TemplateTrove.com

WELCOME TO HOME MAINTENANCE MADE SIMPLE

Home care becomes easier when you know what to check, what to record, and what to handle next.



NOTICE

Check your home regularly and record what you find.



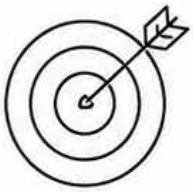
ORGANIZE

Keep maintenance records, warranties, repairs, filters, and service information together.



ACT

Choose the most important next steps instead of trying to do everything at once.



THE GOAL

A simple home-care system you can repeat year after year.

Small checks. Clear records. Smarter next steps.

TemplateTrove.com

HOW TO USE THIS WORKBOOK

Work through the pages once to build your system,
then reuse the checklists and records throughout the year.

1

UNDERSTAND YOUR HOME

Complete the starting assessment and
identify your biggest maintenance priorities.



2

BUILD YOUR RECORDS

Record appliances, warranties, contractors,
repairs, filters, and important home information.



3

CHECK MONTHLY

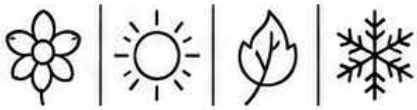
Use quick recurring checks to notice
small problems and unfinished tasks.



4

FOLLOW THE SEASONS

Use spring, summer, fall, and winter
maintenance pages to stay ahead.



5

REVIEW & RESET

At year-end, decide what worked
and what deserves attention next.



KEEP IT PRACTICAL

Not every task needs to be completed immediately.
Record what you find and prioritize what matters most.

Use manufacturer instructions and appropriate
qualified professionals when necessary.

TemplateTrove.com

TABLE OF CONTENTS

1 BUILD YOUR HOME-CARE SYSTEM

Welcome to Home Maintenance Made Simple • 1
How to Use This Workbook • 2
Table of Contents • 3
The Home-Care System • 4
Starting Point Assessment • 5
Our Home Profile • 6
What Needs Attention First? • 7
Our Home Maintenance Ground Rules • 8

2 ORGANIZE YOUR HOME RECORDS

Home Systems Snapshot • 9
Appliance Register • 10
Appliance Detail Record • 11
Warranty & Manual Tracker • 12
Contractor Directory • 13
Contractor Service Notes • 14
Repair Tracker • 15
Filter & Replacement Record • 16
Safety Supply Review • 17
Important Home Locations • 18

3 BUILD YOUR MONTHLY ROUTINE

Monthly Quick Check • 19
Indoor Cleaning Checks • 20
Interior Condition Check • 21
Kitchen & Appliance Check • 22
Bathroom & Moisture Check • 23
Window & Entryway Refresh • 24
Garage or Shed Reset • 25

4 FOLLOW THE SEASONS

Year-Round Seasonal Roadmap • 26
Spring Home Check • 27
Spring Repair Priorities • 28
Summer Home Check • 29
Summer Exterior Inspection • 30
Fall Home Check • 31
Fall HVAC & Filter Review • 32
Winter Home Check • 33
Winter Safety & Supply Review • 34
Seasonal Repair Log • 35

5 INSPECT, REPAIR & DECIDE

Exterior Inspection Notes • 36
Interior Inspection Notes • 37
Repair Decision Worksheet • 38

6 PLAN THE YEAR AHEAD

Annual Maintenance Plan • 39
Priority Action Plan • 40
Year-End Home Care Review • 41
Next Year Home-Care Reset • 42

THE HOME-CARE SYSTEM

A simple cycle makes home maintenance easier to repeat.

1 LOOK
Walk through the space.

→

2 NOTICE
Record anything different, worn, dirty, loose, damaged, or unfinished.

→

3 DECIDE
Does it need cleaning, maintenance, repair, replacement, or monitoring?

↓

4 PRIORITIZE
Choose what deserves attention first.

←

5 ACT
Complete it, schedule it, or contact the right professional.

←

6 RECORD
Update your maintenance records.

↑

THE PART OF HOME MAINTENANCE I MOST WANT TO IMPROVE:

_____

_____

_____

_____

LOOK • NOTICE • DECIDE • PRIORITIZE • ACT • RECORD

TemplateTrove.com

STARTING POINT ASSESSMENT

Circle one number for each statement.

1 NOT TRUE YET | 2 | 3 SOMETIMES | 4 | 5 YES

1.	I know which maintenance tasks need regular attention.	(1)	2	3	4	5
2.	I have appliance information stored in one place.	(1)	2	3	4	5
3.	I can quickly find warranties and manuals.	(1)	2	3	4	5
4.	I keep records of repairs and service visits.	(1)	2	3	4	5
5.	I remember when filters should be changed.	(1)	2	3	4	5
6.	I regularly inspect both the inside and outside of my home.	(1)	2	3	4	5
7.	I have a system for deciding which repairs come first.	(1)	2	3	4	5
8.	I feel reasonably organized about home maintenance.	(1)	2	3	4	5

MY STRONGEST AREA:

THE AREA I MOST WANT TO IMPROVE:

TemplateTrove.com

OUR HOME PROFILE



Record basic details that help you understand and maintain your home.

Home Address: _____

Year Built: _____

Approximate Square Footage: _____

Home Type: _____

☐ Single-Story ☐ Two-Story ☐ Multi-Level ☐ Other

MAJOR HOME FEATURES

- ☐ Basement
- ☐ Crawl Space
- ☐ Attic
- ☐ Garage
- ☐ Detached Garage
- ☐ Shed
- ☐ Deck or Patio
- ☐ Fireplace
- ☐ Fence
- ☐ Other Outdoor Structure

SYSTEMS TO KEEP IN MIND

Heating System: _____

Cooling System: _____

Water Heater: _____

Roof Type or Approximate Age: _____

Other Important Home Details: _____

_____

_____

_____

_____

TemplateTrove.com

WHAT NEEDS ATTENTION FIRST?



List current home concerns, then give each one a priority.

AREA OR ISSUE	WHAT I NOTICED	PRIORITY	NEXT STEP

PRIORITY KEY

1. HANDLE SOON
2. SCHEDULE
3. MONITOR
4. SOMEDAY PROJECT

MY TOP THREE HOME-CARE PRIORITIES RIGHT NOW

1. _____
2. _____
3. _____

You do not need to solve everything today. Start with what matters most.

TemplateTrove.com

OUR HOME MAINTENANCE GROUND RULES



Choose the simple rules that will make home care easier to repeat.

WE WILL...



- ☐ Record problems when we notice them.
- ☐ Keep maintenance information in one place.
- ☐ Check filters regularly.
- ☐ Review unfinished repairs each season.
- ☐ Use a short monthly home check.
- ☐ Take photos when helpful.
- ☐ Keep receipts or service information when useful.
- ☐ Ask for professional help when a job is outside our skills.

OUR BEST TIME FOR A QUICK HOME CHECK:



◯ Beginning of the month ◯ Middle of the month ◯ End of the month

◯ Other: _____

ONE RULE WE WANT TO ADD:



_____

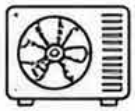
_____

_____

TemplateTrove.com

HOME SYSTEMS SNAPSHOT

Record the basic information you know now. Add details later as you find them.





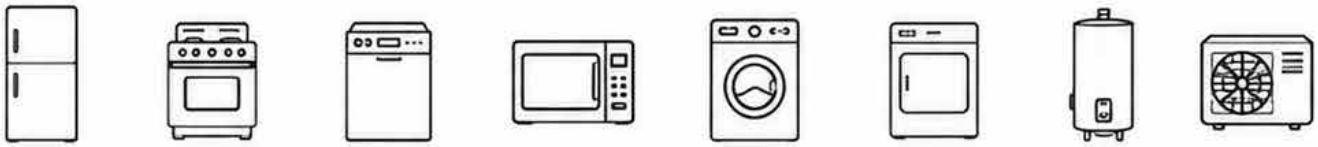
SYSTEM	TYPE / BRAND	APPROX. AGE	NOTES
Heating			
Cooling			
Water Heater			
Electrical			
Plumbing			
Roof			
Sump Pump			
Water Softener			
Septic / Sewer			
••• Other			

WHICH SYSTEM SHOULD I LEARN MORE ABOUT?

TemplateTrove.com

APPLIANCE REGISTER

Use this page as your quick-reference list for major household appliances.



APPLIANCE	BRAND	MODEL	PURCHASE / INSTALL YEAR	DETAIL PAGE?
Refrigerator				☐
Range / Oven				☐
Dishwasher				☐
Microwave				☐
Washer				☐
Dryer				☐
Freezer				☐
Water Heater				☐
HVAC Equipment				☐
• • • Other				☐

Use the Appliance Detail Record for equipment that needs more information.

TemplateTrove.com

APPLIANCE DETAIL RECORD



Appliance: _____

Location: _____

Brand: _____

Model Number: _____

Serial Number: _____

Purchase Date: _____

Installation Date: _____

Purchased From: _____

WARRANTY & DOCUMENTS

Warranty Ends: _____

☐ Receipt Saved ☐ Manual Saved ☐ Warranty Saved

SERVICE & MAINTENANCE NOTES

_____

_____

_____

_____

_____

REPLACEMENT OR MAINTENANCE ITEMS USED

ITEM	SIZE / PART	LAST REPLACED

TemplateTrove.com

WARRANTY & MANUAL TRACKER

Record where important product documents are stored.

ITEM	PURCHASE DATE	WARRANTY ENDS	MANUAL LOCATION	RECEIPT LOCATION

DOCUMENT STORAGE OPTIONS

- ☐ Home maintenance binder
- ☐ File cabinet
- ☐ Digital folder
- ☐ Manufacturer account
- ☐ Other: _____

DOCUMENTS I STILL NEED TO LOCATE:

_____

_____

_____

_____

TemplateTrove.com

CONTRACTOR DIRECTORY

Keep trusted service-provider information where you can find it quickly.

HVAC

SERVICE: _____

COMPANY / CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL / WEBSITE: _____

NOTES: _____

_____

PLUMBING

SERVICE: _____

COMPANY / CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL / WEBSITE: _____

NOTES: _____

_____

ELECTRICAL

SERVICE: _____

COMPANY / CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL / WEBSITE: _____

NOTES: _____

_____

ROOFING

SERVICE: _____

COMPANY / CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL / WEBSITE: _____

NOTES: _____

_____

APPLIANCE

SERVICE: _____

COMPANY / CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL / WEBSITE: _____

NOTES: _____

_____

OTHER

SERVICE: _____

COMPANY / CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL / WEBSITE: _____

NOTES: _____

_____

TemplateTrove.com

CONTRACTOR SERVICE NOTES



Date: _____

Company / Contractor: _____

Service Area: _____

Reason for Visit: _____

WORK COMPLETED

_____

_____

_____

_____

_____

WHAT THEY RECOMMENDED

_____

_____

_____

_____

_____

FOLLOW-UP NEEDED?

☐ No ☐ Yes Follow-Up Date: _____

PARTS, MODEL NUMBERS OR OTHER NOTES

_____

_____

_____

_____

_____

Keep receipts, warranties, or service documents with your home records when useful.

TemplateTrove.com

REPAIR TRACKER



Record repairs as you notice them so unfinished work does not disappear from view.

DATE NOTICED	REPAIR	PRIORITY	NEXT STEP	STATUS

STATUS

☐ TO DO ☐ SCHEDULED ☐ MONITOR ☐ COMPLETE

REPAIRS TO REVIEW THIS MONTH:

TemplateTrove.com

FILTER & REPLACEMENT RECORD



Record the size, type, and replacement schedule for items you routinely change.

ITEM	LOCATION	SIZE / TYPE	LAST CHANGED	CHECK AGAIN
HVAC Filter				
Refrigerator Water Filter				
Range Hood Filter				
Whole-House Water Filter				
Humidifier Filter				
Other				
Other				

FILTERS OR SUPPLIES TO KEEP ON HAND

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

(!) *Always follow the equipment manufacturer's replacement guidance.*

TemplateTrove.com

SAFETY SUPPLY REVIEW

Use this page to review common household safety supplies and record anything that needs attention.

CHECK WHAT APPLIES TO YOUR HOME



- ☐ Smoke alarm batteries or replacement schedule reviewed



- ☐ Carbon monoxide alarm batteries or replacement schedule reviewed



- ☐ Flashlights easy to locate
- ☐ Fresh flashlight batteries available



- ☐ First-aid supplies reviewed



- ☐ Fire extinguisher location known



- ☐ Emergency contact information current
- ☐ Basic weather-emergency supplies reviewed

SUPPLIES TO REPLACE OR ADD

_____

_____

_____

_____

_____





NEXT REVIEW: _____





Follow product instructions and local safety recommendations.

TemplateTrove.com

IMPORTANT HOME LOCATIONS

Record where important household controls and access points are located.

MAIN WATER SHUTOFF	ELECTRICAL PANEL	GAS SHUTOFF, IF APPLICABLE

HVAC FILTER LOCATION	WATER HEATER	SUMP PUMP, IF APPLICABLE

ATTIC ACCESS	CRAWL SPACE ACCESS	OUTDOOR WATER SHUTOFFS

OTHER IMPORTANT LOCATIONS:

Make sure responsible household members know where important controls are located.

TemplateTrove.com

MONTHLY QUICK CHECK

A short walk-through can help you notice changes before they are forgotten.

THIS MONTH I CHECKED...

- [ ] HVAC filter condition
- [ ] Sinks, faucets, and visible plumbing areas
- [ ] Bathrooms for moisture or maintenance concerns
- [ ] Major appliances for anything unusual
- [ ] Windows and exterior doors
- [ ] Frequently used entryways
- [ ] Garage or shed condition
- [ ] Visible exterior areas
- [ ] Unfinished repairs
- [ ] Safety supplies that need replacement

WHAT I NOTICED:

_____

_____

_____

_____

_____

MY NEXT HOME-CARE ACTION:

_____

_____

TemplateTrove.com



INDOOR CLEANING CHECKS



Cleaning is also a chance to notice wear, buildup, leaks, loose parts, and unfinished maintenance.

HIGH-USE AREAS

- ☐ Entryway surfaces
- ☐ Kitchen surfaces
- ☐ Bathroom surfaces
- ☐ Floors and baseboards
- ☐ Frequently touched doors and handles

LESS-OBVIOUS AREAS

- ☐ Under sinks
- ☐ Behind or beside appliances
- ☐ Window tracks
- ☐ Vents and grilles
- ☐ Utility or storage areas

DURING CLEANING I NOTICED:

_____

_____

_____

_____

_____

☐ Needs cleaning | ☐ Needs maintenance | ☐ Needs repair | ☐ Needs monitoring

TemplateTrove.com

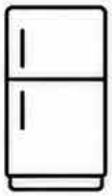
INTERIOR CONDITION CHECK

Walk through the home and record anything that has changed or needs attention.

AREA	LOOK FOR	NOTES	ACTION?
Walls & Ceilings	marks, cracks, stains, damage		☐
Floors	wear, loose areas, damage		☐
Doors	sticking, loose hardware, damage		☐
Trim & Baseboards	wear, gaps, loose areas		☐
Lighting	bulbs, fixtures, switches		☐
Storage Areas	clutter, access, condition		☐
Other			☐

THE INTERIOR AREA I WANT TO HANDLE FIRST:

TemplateTrove.com



KITCHEN & APPLIANCE CHECK



QUICK CHECK

- [ ] Look under the sink
- [ ] Check faucet and visible plumbing
- [ ] Notice unusual appliance sounds or performance
- [ ] Check refrigerator and freezer seals visually
- [ ] Review filters that apply to kitchen equipment
- [ ] Look around dishwasher area
- [ ] Check cabinet and drawer hardware
- [ ] Notice worn caulk or finishes

WHAT NEEDS ATTENTION?

ITEM	ACTION	PRIORITY

ONE KITCHEN MAINTENANCE TASK TO COMPLETE NEXT:

TemplateTrove.com

BATHROOM & MOISTURE CHECK



Look for small changes around frequently used water areas.

- [ ] Check under sinks
- [ ] Look around toilet base
- [ ] Check faucet and shower fixtures
- [ ] Notice worn or missing caulk
- [ ] Review grout condition
- [ ] Check exhaust fan operation
- [ ] Look for stains, discoloration, or unusual moisture
- [ ] Check cabinet and vanity condition

WHAT I NOTICED:

_____

_____

_____

_____

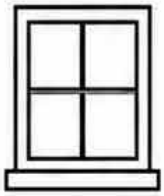
_____

_____

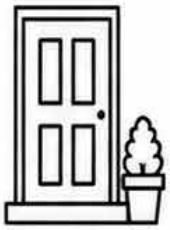
- [ ] **CLEAN**
- [ ] **REPAIR**
- [ ] **MONITOR**
- [ ] **SCHEDULE HELP**

Record changes that may deserve follow-up rather than relying on memory.

TemplateTrove.com



WINDOW & ENTRYWAY REFRESH



WINDOWS

- [ ] Clean accessible glass and tracks
- [ ] Check locks and latches
- [ ] Notice damaged screens
- [ ] Look for worn weather sealing
- [ ] Note drafts or areas to monitor

ENTRYWAYS

- [ ] Clean door and threshold area
- [ ] Check door hardware
- [ ] Review weather stripping
- [ ] Check exterior light bulbs
- [ ] Clear frequently used entrance clutter

AREA	WHAT I NOTICED	NEXT STEP



A small entryway reset can improve both maintenance awareness and everyday function.

TemplateTrove.com

GARAGE OR SHED RESET

Create enough order that tools, supplies, and maintenance items are easy to find.

- [ ] Clear obvious trash or empty packaging
- [ ] Return tools to their storage area
- [ ] Group maintenance supplies together
- [ ] Review duplicate or unused items
- [ ] Check access to frequently used equipment
- [ ] Keep walkways clear
- [ ] Identify supplies that need replacement

TOOLS

_____

_____

_____

HOME MAINTENANCE SUPPLIES

_____

_____

_____

SEASONAL ITEMS

_____

_____

_____

DONATE / DISCARD / RELOCATE

_____

_____

_____

ONE CHANGE THAT WOULD MAKE THIS SPACE EASIER TO USE:

_____

_____

_____

TemplateTrove.com

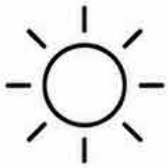
YEAR-ROUND SEASONAL ROADMAP

Use each season as a natural reminder to look at different parts of the home.



SPRING

Clean • Inspect • Repair winter wear • Refresh outdoor areas



SUMMER

Watch exterior conditions • Maintain outdoor spaces • Handle warm-weather projects



FALL

Prepare for colder weather • Review heating • Check filters • Clear seasonal buildup



WINTER

Focus on indoor condition • Safety supplies • Heating awareness • Planning

THE SEASON WHEN I TEND TO FALL BEHIND:

_____

_____

ONE WAY I CAN MAKE THAT SEASON EASIER:

_____

_____

_____

TemplateTrove.com

SPRING HOME CHECK

Use warmer weather to inspect, clean, and notice winter wear.



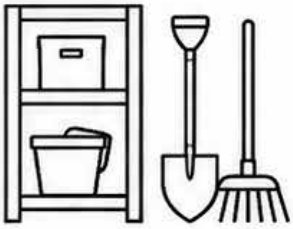
OUTSIDE

- ☐ Walk around the exterior
- ☐ Look at gutters and visible drainage areas
- ☐ Review walkways, steps, and railings
- ☐ Check visible siding or exterior surfaces
- ☐ Look at windows and exterior doors



INSIDE

- ☐ Review windows and screens
- ☐ Check under sinks and water-use areas
- ☐ Complete an indoor cleaning check
- ☐ Review HVAC filter



ORGANIZE

- ☐ Reset garage or shed
- ☐ Review outdoor tools and supplies
- ☐ Update repair tracker

SPRING TASKS TO SCHEDULE:

TemplateTrove.com

SPRING REPAIR PRIORITIES

Choose what deserves attention after your spring home check.

REPAIR OR PROJECT	WHY IT MATTERS	PRIORITY	NEXT STEP
1			
2			
3			
4			
5			
6			

MY TOP THREE SPRING ACTIONS

1. _____
2. _____
3. _____

CAN WAIT UNTIL LATER

_____

_____

_____

_____

A shorter realistic list is more useful than an overwhelming one.

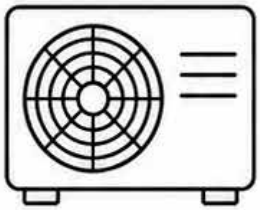
TemplateTrove.com

SUMMER HOME CHECK



EXTERIOR

- [ ] Walk around exterior surfaces
- [ ] Check steps, railings, deck, or patio areas
- [ ] Notice fence or gate repairs
- [ ] Check exterior doors and windows
- [ ] Review visible drainage areas after heavy rain



HOME SYSTEMS

- [ ] Review HVAC filter
- [ ] Notice cooling-system performance
- [ ] Check frequently used appliances



ORGANIZATION

- [ ] Reset garage or shed
- [ ] Organize outdoor maintenance supplies
- [ ] Update repair list

SUMMER PROJECTS I WANT TO COMPLETE:

TemplateTrove.com

SUMMER EXTERIOR INSPECTION

Walk around the property and record what you see.

AREA	LOOKS GOOD	WATCH	NEEDS ACTION	NOTES
Roof — visible areas only	○	○	○	
Gutters / Drainage	○	○	○	
Siding / Exterior Finish	○	○	○	
Windows	○	○	○	
Exterior Doors	○	○	○	
Steps / Railings	○	○	○	
Deck / Patio	○	○	○	
Fence / Gates	○	○	○	
Driveway / Walkways	○	○	○	
Garage / Shed Exterior	○	○	○	

THE EXTERIOR ITEM I WANT TO ADDRESS FIRST:

TemplateTrove.com

FALL HOME CHECK

Use fall to prepare the home for colder weather and close out unfinished warm-weather tasks.

OUTSIDE

- [ ] Check exterior doors and windows
- [ ] Review weather stripping
- [ ] Look at visible drainage areas
- [ ] Clear seasonal debris where appropriate
- [ ] Review steps and railings

INSIDE

- [ ] Review heating-system readiness
- [ ] Check HVAC filter
- [ ] Review safety supplies
- [ ] Inspect frequently used entryways

WRAP UP

- [ ] Review unfinished summer repairs
- [ ] Store seasonal tools and supplies
- [ ] Add winter projects to repair tracker

FALL TASKS TO SCHEDULE:

TemplateTrove.com



FALL HVAC & FILTER REVIEW



Review the maintenance information that applies to your heating and cooling equipment.

Heating System Type: _____

HVAC Filter Location: _____

Filter Size / Type: _____

Last Filter Change: _____

Next Check: _____

- ☐ Filter condition reviewed
- ☐ Replacement filters available
- ☐ Vents and accessible grilles visually checked
- ☐ Thermostat settings reviewed
- ☐ Service information easy to locate

SERVICE OR MAINTENANCE NOTES

_____

_____

_____

_____

_____

PROFESSIONAL SERVICE TO SCHEDULE, IF NEEDED:

_____

_____

_____

Follow manufacturer guidance for your specific equipment.

TemplateTrove.com

WINTER HOME CHECK





INDOOR CONDITION

- [ ] Check windows and exterior doors for noticeable drafts
- [ ] Review indoor moisture or condensation concerns
- [ ] Check under sinks and around water-use areas
- [ ] Notice heating performance changes
- [ ] Review HVAC filter

HOME FUNCTION

- [ ] Keep important entryways clear
- [ ] Review garage or storage access
- [ ] Update repair tracker
- [ ] Review safety supplies

PLANNING

- [ ] List indoor projects for colder months
- [ ] Record exterior tasks to revisit in spring

WHAT I WANT TO MONITOR THIS WINTER:

TemplateTrove.com

WINTER SAFETY & SUPPLY REVIEW

Check the basic household supplies that help you stay prepared during colder weather.

- [ ] Flashlights easy to locate
- [ ] Spare batteries available
- [ ] First-aid supplies reviewed
- [ ] Smoke alarm schedule reviewed
- [ ] Carbon monoxide alarm schedule reviewed
- [ ] Fire extinguisher location known
- [ ] Weather-related household supplies reviewed
- [ ] Important contact information current

SUPPLIES TO REPLACE:

_____

_____

_____

_____

_____

SUPPLIES TO ADD:

_____

_____

_____

_____

_____

NEXT REVIEW: _____

TemplateTrove.com

SEASONAL REPAIR LOG



Use this page to keep seasonal repairs from becoming forgotten projects.

SEASON	AREA	REPAIR OR CONCERN	PRIORITY	STATUS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

☐ TO DO ☐ SCHEDULED ☐ MONITORING ☐ COMPLETE

A REPAIR THAT KEEPS RETURNING:

WHAT WOULD HELP ME ADDRESS IT MORE PERMANENTLY?

TemplateTrove.com

EXTERIOR INSPECTION NOTES



Walk around the home and record observations. Inspect only areas you can view safely.

ROOF — VISIBLE AREAS

GUTTERS & DRAINAGE

SIDING / EXTERIOR FINISH

WINDOWS & DOORS

FOUNDATION — VISIBLE AREAS

STEPS & RAILINGS

DECK / PATIO / PORCH

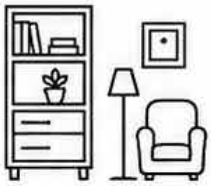
GARAGE / SHED / OTHER STRUCTURES

EXTERIOR ITEMS TO ADD TO MY REPAIR TRACKER:

TemplateTrove.com



INTERIOR INSPECTION NOTES



Move room by room and record changes, wear, unfinished maintenance, or repairs.

KITCHEN

BATHROOMS

BEDROOMS

LIVING AREAS

BASEMENT / CRAWL SPACE, IF APPLICABLE

ATTIC, IF APPLICABLE

UTILITY / LAUNDRY AREAS

GARAGE / STORAGE AREAS

THE THREE INTERIOR ITEMS I WANT TO ADDRESS FIRST

1. _____
2. _____
3. _____

TemplateTrove.com

REPAIR DECISION WORKSHEET

Repair or Concern: _____

Area of Home: _____

Date Noticed: _____

WHAT IS HAPPENING?

_____

_____

_____

_____

_____

WHAT DOES THIS NEED?

- ☐ Cleaning
- ☐ Routine maintenance
- ☐ Repair
- ☐ Replacement
- ☐ Professional evaluation
- ☐ Monitoring for now

HOW IMPORTANT IS IT?

- ☐ Handle Soon
- ☐ Schedule
- ☐ Monitor
- ☐ Future Project

MY NEXT STEP:

_____

_____

_____

_____

Who will handle it? _____ Target date: _____ Completed: ☐

TemplateTrove.com

ANNUAL MAINTENANCE PLAN

Choose a small number of important maintenance priorities for each part of the year.

SPRING

Most important maintenance:

_____

_____

_____

SUMMER

Most important maintenance:

_____

_____

_____

FALL

Most important maintenance:

_____

_____

_____

WINTER

Most important maintenance:

_____

_____

_____

RECURRING TASKS I NEED TO REMEMBER

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

A useful annual plan is realistic enough to repeat.

TemplateTrove.com

PRIORITY ACTION PLAN

Choose what deserves your attention next.

HANDLE SOON

1. _____
2. _____
3. _____
4. _____

SCHEDULE

1. _____
2. _____
3. _____
4. _____

MONITOR

1. _____
2. _____
3. _____
4. _____

FUTURE PROJECTS

1. _____
2. _____
3. _____
4. _____

MY NEXT THREE ACTIONS

1. _____
2. _____
3. _____

Focus creates progress. Everything does not need to be a top priority.

TemplateTrove.com

YEAR-END HOME CARE REVIEW

Before starting another year, notice what worked.

WHAT HOME-CARE TASKS DID WE HANDLE WELL?

WHAT DID WE KEEP PUTTING OFF?

WHICH MONTHLY OR SEASONAL CHECKS HELPED MOST?

WHAT HOME RECORDS ARE BETTER ORGANIZED NOW?

WHAT SHOULD WE DO DIFFERENTLY NEXT YEAR?

OUR HOME MAINTENANCE SYSTEM NOW FEELS:

1 OVERWHELMING 2 3 MANAGEABLE 4 5 EASY TO REPEAT

OUR BIGGEST HOME-CARE WIN THIS YEAR:

TemplateTrove.com

NEXT YEAR HOME-CARE RESET

Carry forward what worked and simplify what did not.

OUR TOP FIVE HOME PRIORITIES FOR THE NEXT YEAR

1. _____
2. _____
3. _____
4. _____
5. _____

REPAIRS OR PROJECTS TO CARRY FORWARD

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

RECORDS TO UPDATE

- ☐ Appliance information
- ☐ Warranties
- ☐ Contractor contacts
- ☐ Filter records
- ☐ Repair tracker
- ☐ Safety supplies

OUR HOME-CARE SYSTEM IS READY FOR ANOTHER YEAR.

Check regularly. Record what matters. Handle one priority at a time.

Home care does not have to be complicated to be consistent.

TemplateTrove.com







Find More Free Printable Workbooks at TemplateTrove.com

Helpful printables for home, family, and everyday organization.







