

House in Order Maintenance Binder

12 monthly checklists · maintenance log · home details · emergency sheet

- Print it and keep it by the fridge, or fill it in on a tablet.
- Every month: 6 small jobs. Most take under 15 minutes.
- Log what you did and what it cost — you'll want this when you sell.
- Nothing here replaces a licensed pro for gas, electrical or structural work.

WANT YOUR HOUSE IN ORDER EVERY WEEK?

Never wonder what your home needs next.

Answer 7 quick questions and House in Order turns this binder into a year of tasks for your exact house. Every task opens in plain English: what it is, where it is, the steps, when to call a pro. Check it off and the next date sets itself. Sunday email with what's due. One payment, lifetime.

[See my plan ->](#)

gethouseinorder.com/upsell

Home: _____ Year: _____

Home Details

The stuff you'll otherwise keep in your camera roll.

Systems

HVAC filter size

Furnace / AC model & year

Water heater type & year

Fridge water filter model

Shut-offs

Main water shut-off location

Gas shut-off location

Electrical panel location

Sewer / septic (last pumped)

Paint colors

Paint — living room

Paint — kitchen

Paint — bedroom

Paint — exterior / trim

Contractors

Plumber

Electrician

HVAC company

Handyman / roofer

January

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Clean the gunk trap in the dishwasher Date: _____

☐ Look at the roof edge for ice dams Date: _____

☐ Vacuum the dusty coils under the fridge Date: _____

☐ Peek in the attic for leaks after storms Date: _____

☐ Check the sealant around the tub Date: _____

Notes / what it cost / who came

February

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Swap the furnace / AC air filter Date: _____

☐ Press TEST on bathroom & kitchen outlets Date: _____

☐ Soak the greasy filter above the stove Date: _____

☐ Freshen the garbage disposal (ice + lemon) Date: _____

☐ Top up water softener salt (if you have one) Date: _____

Notes / what it cost / who came

March

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Book the yearly AC check-up Date: _____

☐ Hose off the outdoor AC unit Date: _____

☐ Bucket-test the basement pump (if you have one) Date: _____

☐ Look at your roof from the ground Date: _____

☐ Put down crabgrass preventer Date: _____

Notes / what it cost / who came

April

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Clear the leaves out of the gutters Date: _____

☐ Check the ground slopes away from the house Date: _____

☐ Turn the sprinklers on for the season Date: _____

☐ Splash-test the deck; reseal if it soaks in Date: _____

☐ Sharpen the mower blade Date: _____

Notes / what it cost / who came

May

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Swap the furnace / AC air filter Date: _____

☐ Wash windows & screens Date: _____

☐ Check the hoses behind the washing machine Date: _____

☐ Grease the garage door; test its safety reverse Date: _____

☐ Walk around the house looking for bug & mouse holes Date: _____

Notes / what it cost / who came



June

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Clean the lint out of the dryer exhaust pipe Date: _____

☐ Clean the bathroom ceiling fans Date: _____

☐ Flip or rotate the mattresses Date: _____

☐ Check the basement is not too damp Date: _____

☐ Change the fridge water filter Date: _____

Notes / what it cost / who came

July

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Pour a cup of vinegar down the AC drain line Date: _____

☐ Press TEST on bathroom & kitchen outlets Date: _____

☐ Soak the greasy filter above the stove Date: _____

☐ Walk the outside: peeling paint, loose siding Date: _____

☐ Trim plants back from the walls Date: _____

Notes / what it cost / who came

August

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Swap the furnace / AC air filter Date: _____

☐ Find and turn your main water shut-off Date: _____

☐ Look under every sink for drips Date: _____

☐ De-funk the washing machine Date: _____

☐ Freshen the garbage disposal Date: _____

Notes / what it cost / who came

September

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Book the yearly furnace check-up Date: _____

☐ Drain the gunk out of the water heater Date: _____

☐ Test the safety valve on the water heater Date: _____

☐ Clear the leaves out of the gutters Date: _____

☐ Book a chimney inspection (if you have a fireplace) Date: _____

Notes / what it cost / who came

October

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Unhook hoses & drain outdoor faucets Date: _____

☐ Get the sprinklers ready for winter Date: _____

☐ Check the sealant around windows & doors Date: _____

☐ Fresh batteries in the smoke alarms (clocks change) Date: _____

☐ Feel for drafts around doors; add weatherstrip Date: _____

Notes / what it cost / who came

November

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Swap the furnace / AC air filter Date: _____

☐ Vacuum the air vents Date: _____

☐ Peek in the attic: is the insulation dry? Date: _____

☐ Check the fire extinguisher gauge (or buy one) Date: _____

☐ Clean the gunk trap in the dishwasher Date: _____

Notes / what it cost / who came

December

Check it off, note the date. Six things — most under 15 minutes.

☐ Press the test button on every smoke alarm Date: _____

☐ Seal any drafts you found Date: _____

☐ Check the hoses behind the washing machine Date: _____

☐ Trim branches back from the roof Date: _____

☐ Read back through this year's log Date: _____

☐ Check smoke alarm ages (replace at 10 yrs) Date: _____

Notes / what it cost / who came

113

Date · what was done · who · cost. This is the record buyers ask for.

113

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Emergency & Replacement Planner

Two pages nobody makes until it's too late.

Emergency numbers

Gas company (leak line)

Electric utility (outage)

Water utility

Insurance policy # / agent

Nearest 24h plumber

Replacement planner — set aside a little every month

Item	Typical life	Replace cost	Installed	\$/month
Water heater	10–12 yrs	\$1,200–2,000		
Furnace / AC	15–18 yrs	\$6,000–10,000		
Roof (shingle)	20–25 yrs	\$9,000–15,000		
Refrigerator	12–14 yrs	\$1,200–2,500		
Washer / dryer	10–12 yrs	\$1,200–2,000		
Dishwasher	9–11 yrs	\$600–1,200		
Garage door opener	10–15 yrs	\$400–700		

Want this to remind you?

House in Order builds a plan for your exact house, emails you every Sunday, and logs everything.

One-time purchase, lifetime access: gethouseinorder.com/upsell