



Butler Homes LLC DBA
 My Go To Guy Handyman Services
 5206 N. Wheeling Ave.
 Muncie, IN 47304

Mygotoguyindiana.com
 Office: 765-748-0334

Your Service Technician Today: _____

Client Name: _____
 Client Address: _____
 Home Phone: _____
 Cell Phone: _____
 Email Address: _____

Date: _____
 Weather conditions: _____
 Is homeowner on site: _____
 Arrival time: _____ Finish time: _____

Bi-Annual Home Maintenance: Fall Checklist

	Completed	Areas to be Inspected/General Maintenance	Notes and recommendations
1		Replace Furnace Filter	
2		Damper 2nd floor vents and open first floor vents	
3		inspect caulk around sinks	
4		Inspect Sinks for Proper Drainage	
5		Ensure Toilet is Filling and Working Properly	
6		Inspect Caulk in Showers	
7		Tighten Cabinet Pulls Throughout The House	
8		Tighten exterior door hardware & ensure proper latch	
9		Ensure proper weather stripping around doors / windows	
10		Inspect Storm Doors for Proper Ventilation	
11		Clean fireplace	
12		Close exterior faucet shut-off valves and open faucets	
13		Shut storm windows if applicable	
14		Test GFCI outlets for proper operation	
15		Inspect and replace bad light bulbs	
16		Inspect sump pump for proper operation if applicable	
17		Ensure fire extinguisher is charged if applicable	
18		Test batteries in smoke and carbon monoxide detectors	
19		Clean exterior dryer vent	
20		Ensure exterior hoses are disconnected and drained	
21		Clean and cover patio furniture	
22		Clean leaves/debris from AC unit and cover	
23		Ensure gutters & downspouts are clear of debris	
24		Ensure roof vents are clear	
25		Inspect fence to ensure animals cannot get out/in	
26		Visual inspection of roof and its components	
27		Close crawlspace vents	
28		Clean and clear window wells around basement	

SIGNATURE OF APPROVAL BY HOMEOWNER: