



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: _____ Date: _____
 Client Address: _____ Weather conditions: _____
 Home Phone: _____ Is homeowner on site: _____
 Cell Phone: _____ Arrival time: _____ Finish time: _____
 Email Address: _____

Bi-Annual Home Maintenance: Spring Checklist

	Completed	Areas to be Inspected/General Maintenance	Notes or recommendations
1		Replace Furnace Filter	
2		Damper Downstairs Vents, Open Upstairs 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		Open exterior faucet shut-off valves and close faucets	
13		Raise 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		Remove hoses from storage and place in proper area	
21		Uncover patio furniture, clean tarp and fold for storage	
22		Uncover AC unit(s), clean covers and store	
23		Clean and clear window wells around basement	
24		Ensure gutter & downspouts are clear	
25		Inspect fence to ensure animals cannot get out / in	
26		Hose down driveway, sidewalks, patio's	
27		Visual inspection of roof and its components	
28		Inspect concrete for cracking and deterioration	
29		Open crawlspace vents	

SIGNATURE OF APPROVAL BY HOMEOWNER: _____