

Every job on this sheet comes with **the interval and the body that published it**, already printed. You fill in two columns: when you last did it, and when it's next due. Do one station, check it off, take the ticket. Nothing here expires if you come back late.

IF YOU RENT
Stations 1 to 3 are yours.
Most of station 4 and all of station 5 are your landlord's. Write those in and send them, in writing.

IF YOU DON'T KNOW WHEN
Write NEVER and move on.
That's an answer. It puts the job at the top of the list instead of leaving it invisible.

WHY IT'S SEASONAL
46% of home heating equipment fires happen in December, January and February.
NFPA, Home Heating Safety, 2020-2024 data. That's why the heating half gets booked in the fall.

1 THE FILTERS

Cheapest station here, and the one that drifts furthest, because nothing breaks when you miss it.

CLEAR

JOB	HOW OFTEN, AND WHO SAYS SO	LAST DONE	NEXT DUE
HVAC FILTER	Check monthly, change at least every 3 months ENERGY STAR		
FRIDGE FILTER if you have one	Every 6 months, or 170-200 gallons GE Appliances		
UNDER-SINK if you have one	Every 6 months GE Appliances		

2 THE ALARMS

Four of these take under a minute. This is the station where being behind actually matters.

CLEAR

JOB	HOW OFTEN, AND WHO SAYS SO	LAST DONE	NEXT DUE
TEST SMOKE ALARMS	At least once a month NFPA		
SMOKE BATTERIES	At least once a year NFPA. Sealed 10-year units don't get opened.		
SMOKE ALARM AGE	Replace 10 years after the MANUFACTURING date NFPA. It's on the BACK of the unit. Write that date.		
TEST CO ALARMS	At least once a month NFPA		
EXTINGUISHER LOOK	Once a month: needle in the green, pin in NFPA 10		
EXTINGUISHER SERVICE	External maintenance exam, yearly NFPA 10		

3 ONE-MINUTE TESTS

CLEAR

JOB	HOW OFTEN	LAST DONE
GFCI OUTLETS	Once a month CPSC 513	
GARAGE REVERSE	Every 30 days CPSC 523	
DRYER LINT FILTER	Brush it every 6 months USFA	

4 THE WATER

CLEAR

JOB	HOW OFTEN	LAST DONE
RELIEF VALVE	At least once a year 4 makers agree	
SEPTIC CHECK	Every 3 years EPA	
SEPTIC PUMPING	Every 3 to 5 years EPA	

5 BOOK IT OR REPORT IT

None of these get done by you standing there. Each one is a call you make, or a line you send to whoever owns the building.

CLEAR

JOB	HOW OFTEN, AND WHO SAYS SO	LAST DONE	BOOKED FOR
HEATING CHECK	Yearly, in the fall ENERGY STAR		
COOLING CHECK	Yearly, in the spring DOE		
GUTTERS	At least twice a year WVU Extension		
ROOF AND ATTIC	Twice a year, spring and fall NRCA		
CHIMNEY	INSPECTED at least once a year NFPA 211. Sweeping is triggered by 1/8in of buildup, not the calendar.		

FIVE JOBS WITH NO PUBLISHED INTERVAL
The outside dryer vent, flushing the water heater, the CO alarm's own age, the fridge coils, and the outdoor faucets. These are real jobs. CPSC and USFA say only "periodically" for the dryer duct, four water heater makers give four different answers, and NFPA declines to age a CO alarm at all. Read the manual that came with yours. This sheet won't print a number nobody stands behind.

STATIONS CLEARED — / 5
One ticket per station you fill in. "Don't have one" still counts, because now you know.