



ANNUAL PROPERTY MAINTENANCE CHECKLIST

A simple year-round guide to help you stay ahead of cleaning, maintenance, and common property needs. Recommended timing may vary based on property age, condition, usage, manufacturer guidelines, pets, weather conditions, and local requirements.

EXTERIOR & ROOF

- ☐ **Roof visual review**
Recommended: Twice a year + after major hail, wind or storms
- ☐ **Professional roof review**
Recommended: Every few years or sooner if damage is suspected
- ☐ **Gutters & drainage**
Recommended: Spring & fall + after major storms
- ☐ **Exterior walls, siding & trim**
Recommended: Once a year
- ☐ **Windows, seals & exterior doors**
Recommended: Once a year
- ☐ **Driveways, walkways & patios**
Recommended: Once a year
- ☐ **Exterior pressure washing**
Recommended: 1–2 times per year, as needed

HVAC & AIR QUALITY

- ☐ **HVAC filter**
Recommended: Check monthly; replace every 1–3 months as needed
- ☐ **Professional HVAC maintenance**
Recommended: Twice a year — spring before cooling season & fall before heating season
- ☐ **Vents & registers**
Recommended: Every 3–6 months
- ☐ **Unusual noise, odor or reduced airflow**
Recommended: Address as soon as noticed

PLUMBING & WATER

- ☐ **Visible leaks under sinks, toilets & fixtures**
Recommended: Every 3 months
- ☐ **Faucets, drains & plumbing fixtures**
Recommended: Every 3–6 months
- ☐ **Bathroom caulk & grout**
Recommended: Every 6 months
- ☐ **Water heater maintenance**
Recommended: Once a year, following manufacturer guidelines
- ☐ **Freeze preparation**
Recommended: Prepare exposed or vulnerable pipes in October–November, before North Texas freeze season

ELECTRICAL & SAFETY

- ☐ **Smoke alarms**
Recommended: Test monthly
- ☐ **Smoke-alarm batteries**
Recommended: Replaceable batteries — at least once a year or when the low-battery alert sounds
- ☐ **Interior & exterior lighting**
Recommended: Every 6 months
- ☐ **Outlets, switches & visible cords**
Recommended: Review every 6 months; professional evaluation if anything appears damaged or unusual
- ☐ **Fire extinguisher**
Recommended: Review annually and follow manufacturer instructions

CLEANING & PROPERTY CARE

- ☐ **Recurring Cleaning**
Aurum One recommendation: Weekly, biweekly or monthly depending on household use
- ☐ **Deep Cleaning**
Aurum One recommendation: 3 times per year — beginning, middle & end of year
- ☐ **Interior windows**
Aurum One recommendation: 1–2 times per year
- ☐ **Carpet / floor deep care**
Aurum One recommendation: Every 6–12 months depending on traffic, pets and property use
- ☐ **Detailed areas — baseboards, doors & buildup-prone areas**
Aurum One recommendation: Every 3–6 months
- ☐ **Move-In / Move-Out Cleaning**
Recommended: At every turnover
- ☐ **Post-Construction Cleaning**
Recommended: After construction or renovation

IRRIGATION, LANDSCAPING & TEXAS WEATHER

☐ **Sprinkler / irrigation system**

Recommended: Review seasonally and adjust watering schedules throughout the year

☐ **Reduce irrigation during cooler months**

Recommended: Significantly reduce irrigation from late fall through early spring when appropriate
Texas A&M specifically advises reducing irrigation during this period for warm-season lawns.

☐ **Trees & limbs near the roof**

Recommended: Review twice a year + before severe-weather season

☐ **Drainage around the property**

Recommended: Twice a year + after heavy rain

☐ **Pest / termite warning signs**

Recommended: Monitor throughout the year; professional evaluation if activity is suspected
Texas A&M notes that Texas is one of the states at greatest risk for subterranean termites.

PLAN AHEAD

Items that need attention:

Services to schedule:

Projects to budget for:

IMPORTANT

Preventive property care can help identify small maintenance needs before they become larger and more expensive problems. Specialized systems, repairs, or safety concerns should be evaluated by the appropriate qualified professional.

INFORMATIONAL SOURCES

This guide was prepared using general property-care and preventive maintenance guidance from trusted industry and public resources, including:

- ENERGY STAR — HVAC maintenance and air-filter guidance
- National Fire Protection Association (NFPA) — Smoke and carbon monoxide alarm safety
- National Roofing Contractors Association (NRCA) — Roof inspection and maintenance guidance
- Texas A&M AgriLife Extension — Texas weather preparation, irrigation, landscaping, and pest prevention
- Texas Department of Insurance — Roof, storm, and severe-weather preparedness
- U.S. Department of Energy — Water-heating and home energy-system maintenance guidance

Aurum One cleaning recommendations are based on general property-care practices and service experience.

Recommended schedules are general guidelines and may vary depending on property age, condition, usage, manufacturer recommendations, pets, weather conditions, and local requirements.