

# Property Maintenance Schedule

Planned maintenance — tasks, due dates, completion log and cost

Company: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Address: \_\_\_\_\_ Ref: \_\_\_\_\_

## Property Details

Property address: \_\_\_\_\_ Owner / agent name: \_\_\_\_\_ Owner / agent contact: \_\_\_\_\_  
Schedule period (from / to): \_\_\_\_\_ Prepared by: \_\_\_\_\_

## Monthly / Quarterly Tasks

Task	Frequency	Due date	Date completed	Completed by	Notes / condition	Cost (£)
Test smoke & CO alarms						
Check for leaks / damp						
General visual checks						
Clear gutters & downpipes						
Clear drains & gullies						

## Seasonal / Half-Yearly Tasks

Task	Due date	Date completed	Completed by	Notes / condition	Cost (£)
Check external sealant & pointing					
Check external woodwork					
Garden / hedge / grounds					

## Annual Tasks

Task	Due date	Date completed	Completed by	Notes / condition	Cost (£)
Check external paintwork					
Inspect loft & roof condition					
Bleed radiators					
Servicing reminders					

## Recommended Remedial Works

Defects found during visits that fall outside the schedule — a separate quote

will follow:

**Summary &  
Sign-Off**

Total cost for the period £:

Handyman signature & date:

Owner / agent signature & date:

---

---

---

---

