

Preventive Maintenance Calendar

A twelve-month planning worksheet for small rental portfolios. Replace the suggested focus areas with the actual systems, climate, manufacturer guidance, and legal duties for each property.

Property / portfolio _____	Calendar year _____
Primary contact _____	Emergency vendor / contact _____

Monthly baseline

■	Review open work orders, recurring leaks/moisture, pest reports, and safety issues	Notes / date / initials
■	Confirm required inspections and alarm tests under current local rules	Notes / date / initials
■	Record work performed, vendor, invoice, warranty, photographs, and next due date	Notes / date / initials
■	Give lawful notice before entry except where an emergency rule applies	Notes / date / initials

January

Suggested focus: Freeze protection, heating performance, ice/water intrusion, emergency contacts	Property-specific tasks / due dates / owner

February

Suggested focus: Interior moisture, bathroom ventilation, leaks, appliance hoses, tenant check-in	Property-specific tasks / due dates / owner

March

Suggested focus: Roof/gutter visual check, drainage, sump pump, exterior trip hazards	Property-specific tasks / due dates / owner

April

Suggested focus: Cooling service, filters, screens, exterior faucets, pest-prevention gaps	Property-specific tasks / due dates / owner

May

Suggested focus: Decks/railings, landscaping clearances, irrigation, exterior lighting	Property-specific tasks / due dates / owner

June

Suggested focus: Roof/attic heat and moisture, dryer vents, plumbing shutoffs, midyear records	Property-specific tasks / due dates / owner

July

Suggested focus: Cooling performance, condensation drains, pools/common areas where applicable	Property-specific tasks / due dates / owner

August

Suggested focus: Weather seals, windows, doors, fall vendor scheduling, tree clearances	Property-specific tasks / due dates / owner

September

Suggested focus: Heating service, filters, chimneys where applicable, freeze planning	Property-specific tasks / due dates / owner

October

Suggested focus: Gutters/downspouts, exterior water shutoff, leaves/drainage, lighting	Property-specific tasks / due dates / owner

November

Suggested focus: Smoke/CO alarms, emergency heat, snow/ice supplies, vacancy checks	Property-specific tasks / due dates / owner

December

Suggested focus: Year-end invoices/warranties, recurring issue review, next-year maintenance budget	Property-specific tasks / due dates / owner

This calendar is a planning aid, not an inspection standard. Climate, building systems, manufacturer schedules, lease duties, and local codes should determine the final plan.