

Sustainable Home Maintenance Logbook

Your home maintenance guide with a sustainability focus.



Conserve energy and save money!

Foreword

Home maintenance plays a vital role in protecting your investment, improving energy efficiency, and creating a comfortable living environment. When systems such as heating, cooling and ventilation are cared for properly, they operate more efficiently, helping lower utility costs, reduce energy waste, and support a healthier home. Regular upkeep also helps prevent poor indoor air quality and mold growth.

Preventative maintenance is not just about preventing repairs; it's a practical approach to long-term financial savings, environmental responsibility, and overall home performance.

This logbook is designed to help you:

1. Organize key information about your home and its systems, and
2. Track maintenance tasks and action items that support efficiency and comfort.

On behalf of All-In Clark County, it's our pleasure to share this logbook as a resource for local homeowners. We are committed to reducing our region's contribution to climate change and preparing for its impacts.



How to Use This Workbook

This workbook is designed for homeowners who want a simple, organized way to manage home maintenance, track important information, and stay on top of routine tasks throughout the year.

Within this logbook, you will find worksheets and guides that can help you record key details about your home's systems, appliances, warranties, service providers, and maintenance schedules. By filling out each section, you will keep everything you need in one place, making it easier to plan ahead, reference past work, and stay informed about the condition of your home.

We recommend storing this logbook somewhere easily accessible and reviewing it at least once a month to note updates, upcoming tasks, or any issues that need your attention.

Preventative maintenance is the key to preserving your home's value, avoiding costly repairs, and ensuring a safe, comfortable living environment. This logbook is here to support you every step of the way.

Make sure to consult appliance user manuals for specific care instructions.



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OUR HOME

BASIC INFORMATION

Address

Zoning

Style

Year Built

Purchased Date

Square Feet

Lot # and Size

Move-In Date

of Previous Owners

of Rooms

Bedrooms

of Baths

HOUSE HISTORY

Record details about the past owners of your house below.

Owner	Dates Lived In	Purchase Price	Notes



SERVICES CONTACTS

Water Provider

Company

Contact Person

Email

Phone

Electric Provider

Company

Contact Person

Email

Phone

Gas Provider

Company

Contact Person

Email

Phone

Trash Provider

Company

Contact Person

Email

Phone

Sewer Provider

Company

Contact Person

Email

Phone

Service Provider

Company

Contact Person

Email

Phone

SERVICES CONTACTS

Service Provider	
Company	Contact Person
Email	Phone

Service Provider	
Company	Contact Person
Email	Phone

Service Provider	
Company	Contact Person
Email	Phone

HOME SYSTEM AND INFRASTRUCTURE LOCATIONS

HOME SECURITY PANEL (IF APPLICABLE)

Location

System Type

Monitoring Company

Emergency Disarm Instructions

HVAC UNIT(S)

Location 1

Filter Size

Age of Unit

Condenser Location

Capacitor Replacement Date

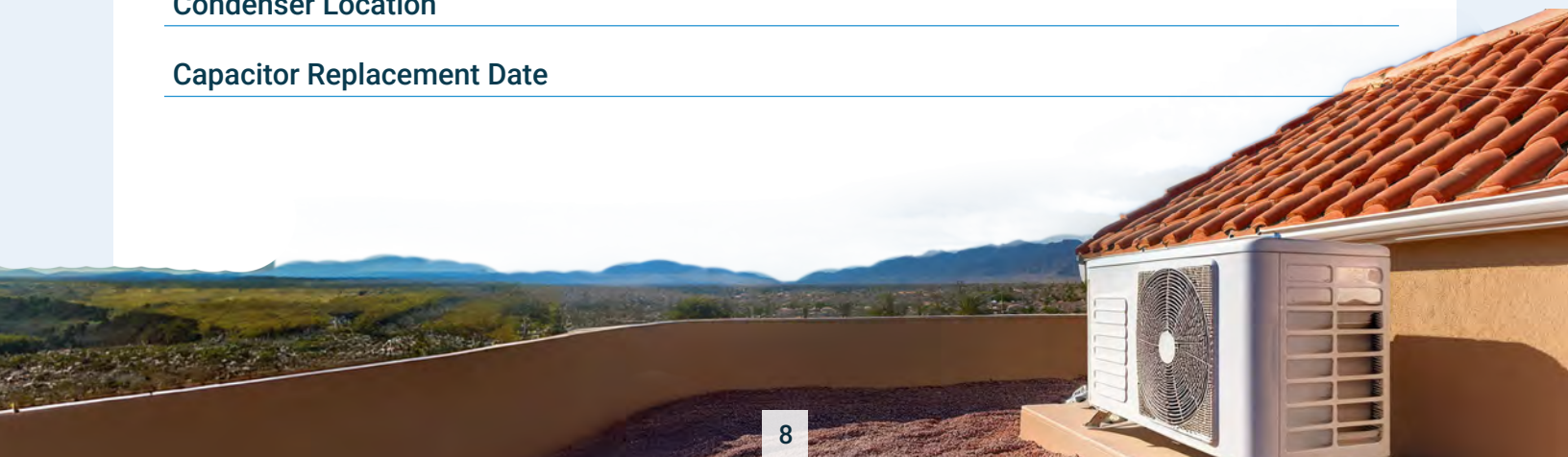
Location 2

Filter Size

Age of Unit

Condenser Location

Capacitor Replacement Date



ELECTRICAL PANEL/ BREAKER BOX

Location

Last Checked

Notes

GAS METER & MAIN SHUT-OFF

Location(s)

Last Tested

Access Requirements /Tools Needed

SMOKE DETECTORS

Smoke alarms are essential for early fire detection, significantly reducing the risk of fire-related deaths and injuries in homes. Test smoke alarms monthly. Replace batteries at year once a year and smoke alarms every 10 years. Make sure to look at the product specifications.

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

CARBON MONOXIDE DETECTORS

Location

Location

Last Battery Replacement

Last Battery Replacement

Last Replacement Date

Last Replacement Date

Location

Last Battery Replacement

Last Replacement Date

FIRE EXTINGUISHER(S)

Location

Last Checked

Condition

Location

Last Checked

Condition

Notes

THERMOSTAT(S)

Location

Brand/Model

Type: ☐ Manual ☐ Programmable ☐ Smart

App Login or Control Method

Notes

Location

Brand/Model

Type: ☐ Manual ☐ Programmable ☐ Smart

App Login or Control Method

Notes

SPRINKLER CONTROLS

Location of Control Panel

Type: ☐ Manual ☐ Timer ☐ Smart Irrigation System

Watering Schedule (days/times)

Notes

WATER HEATER

Location

Type: ☐ Gas ☐ Electric ☐ Tankless

Shut-off Valve Location

Notes

WATER METER + MAIN SHUT-OFF

Location of water meter

Location of main shut-off valve

Notes

SWIMMING POOL & SPA (IF APPLICABLE)

Equipment Location

Pump/Filter Type & Brand

Chemical Maintenance Notes

ELECTRICAL

Electric Company

Account Number

Website

Username

Password

Consider storing your passwords as privately and securely as possible

Box Type: ☐ Fuse ☐ Breaker ☐ Amperage

Box Location

Main Shut Off Location

BREAKER MAP

CIRCUIT #	USE/AREA SERVED	CIRCUIT #	USE/AREA SERVED



HVAC

Company

Account Number

Website

Unit Type ☐ Ducted ☐ Ductless

Unit Location

Main Shut Off Location

ROOFING

Company

Website

Username

Password

Consider storing your passwords as privately and securely as possible

Roof Type ☐ Concrete ☐ Clay ☐ Metal ☐ Asphalt ☐ Renter Unit

Last Maintained



APPLIANCES

WHERE ARE YOUR APPLIANCES?

APPLIANCE	LOCATION	WATTAGE	FREQUENCY
Refrigerator			
Oven			
Dishwasher			
Washer			
Dryer			

HOME INSURANCE

Company	Account Number
Website	
Username	Password
Insurance Manager	<i>Consider storing your passwords as privately and securely as possible</i>

HOME WARRANTIES

Company _____

Website _____

Username _____ Password _____

Consider storing your passwords as privately and securely as possible

Current Warranties _____



WATER

SYSTEM OVERVIEW

Water Source: ☐ Municipal ☐ Well

Meter Location

Wastewater: ☐ Sewer ☐ Septic

Meter Number

Main Shut Off Location

EMERGENCY & CONTACT INFORMATION

Emergency Shut- Off Steps

Plumber Contact

MUNICIPAL WATER

Water Company

Website

Username

Password

Consider storing your passwords as privately and securely as possible

WELL INFORMATION (IF APPLICABLE)

Well Pump Type: ☐ Jet ☐ Jet in Well ☐ Submersible

Pump Location

Storage Tank Location

WATER HEATER

Type: ☐ Tank ☐ Tankless

Location

Capacity

Install Date

SEASONAL HOME MAINTENANCE LIST





- ☐ Clean stove hood and filters.
- ☐ Replace air filters.*
- ☐ Check windows for drafts.
- ☐ Run dishwasher cleaning cycle.
- ☐ Run oven cleaning cycle or manually clean oven.
- ☐ Adjust outdoor watering system seasonally per water utility guidelines.

* Exact replacement frequency guidance can be found on the air filter product specifications.



SPRING

- ☐ Check toilets for leaks.
- ☐ Clean dryer lint door and lint trap.
- ☐ Check dryer hose for blockages.
- ☐ Trim trees & shrubs away from vents & AC units.
- ☐ Inspect and repair weatherstripping on windows and doors.
- ☐ Consider installing insulation on garage doors.
- ☐ Schedule a summer AC tune-up.



SUMMER

- ☐ Set thermostat to 78°F when home; 85°F when away.
- ☐ Use natural ventilation during cooler times to reduce AC use.
- ☐ Install reflective window films or shades.
- ☐ Clean washing machine and detergent drawer.
- ☐ Clean refrigerator condenser coils and door seals.



FALL

- ☐ Clean dryer lint door and lint trap.
- ☐ Check dryer hose for blockages.
- ☐ Trim trees & shrubs away from vents & AC units.
- ☐ Check toilets for leaks.
- ☐ Inspect and repair weatherstripping on windows and doors.
- ☐ Schedule furnace, boiler, or heat pump inspection and maintenance.



WINTER

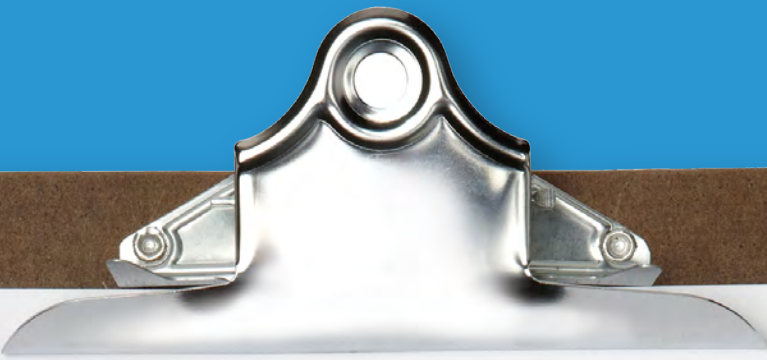
- ☐ Test smoke and carbon monoxide detectors.
- ☐ Use LED holiday lighting to reduce energy consumption.
- ☐ Clean washing machine & detergent drawer.
- ☐ Clean refrigerator condenser coils & door seals.
- ☐ Insulate your pipes.

LOGGING AND TRACKING SHEETS



YEARLY MAINTENANCE LOG SHEETS

Use this guide to review when to make scheduled maintenance and improvements to your home to optimize energy efficiency.



SUSTAINABLE BEHAVIORS

- Clean oven grates after each use
- Run dishwasher when it is completely full
- Remove lint from lint drawer after each use
- Run full loads of laundry
- Use cold water when washing clothes (check clothing care labels)
- Limit showers to 5 minutes or less when possible
- Don't discard any trash in the toilet
- Unplug appliances when not in use

FREE EFFICIENT SWITCHES

- Set refrigerator temperature between 35 and 38° Fahrenheit
- Set hot water heater temperature to 120 degrees Fahrenheit
- Turn off sprinkler clock on rainy days

IMPROVEMENTS TO THE HOME

- Obtain an a programmable thermostat
- Switch to LED lightbulbs
- Switch to a smart power strip for appliances

JANUARY

1	Ensure proper airflow around Outdoor AC unit	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8		9 Clean dishwasher filter and spray arms	10	11 Clean clothes washing machine detergent door	12	13	14
15		16 Clean dishwasher filter and spray arms	17	18 Check windows for any drafts	19	20	21
22		23 Clean dishwasher filter and spray arms	24	25	26	27	28 Clean stove hood and filter Run oven clean cycle
29	Run the dishwasher with a cup of white vinegar (consult manual)	30	31				

FEBRUARY

1 Clean refrigerator and freezer door seals Clean refrigerator condenser coils	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Check for sink and toilet leaks and repairs Clean stove hood and filter

MARCH

1	2	3	4	5	6	7
	Clean dishwasher filter and spray arms					Replace air filters (depending on filter instructions)
8	9	10	11	12	13	14
	Clean dishwasher filter and spray arms					
15	16	17	18	19	20	21
	Clean dishwasher filter and spray arms					
22	23	24	25	26	27	28
	Clean dishwasher filter and spray arms					Adjust sprinkler systems to appropriate water timing (consult local watering guides) Clean stove hood and filter
29	30	31				
Run the dishwasher with a cup of white vinegar (consult manual)	Clean dishwasher filter and spray arms					

APRIL

1 Inspect dryer hoses for blockages/lint Clean dryer lint trap and drawer	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11 Clean clothes washing machine detergent door	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18 Check windows for any drafts	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Clean stove hood and filter Run oven clean cycle
29	30 Clean dishwasher filter and spray arms					

MAY

1	Change fan to spin counterclockwise for summer Schedule a HVAC summer tune-up	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8		9 Clean dishwasher filter and spray arms	10	11	12	13	14
15		16 Clean dishwasher filter and spray arms	17	18	19	20	21
22		23 Clean dishwasher filter and spray arms	24	25	26	27	28 Check for sink and toilet leaks and repairs Clean stove hood and filter
29	Run the dishwasher with a cup of white vinegar (consult manual)	30 Clean dishwasher filter and spray arms	31				

JUNE

1	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Adjust sprinkler systems to appropriate water timing (consult local watering guides) Clean stove hood and filter
29	30 Clean dishwasher filter and spray arms					

JULY

1 Ensure proper airflow around Outdoor AC unit	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11 Clean clothes washing machine detergent door	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18 Check windows for any drafts	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Clean stove hood and filter Run oven clean cycle
29 Run the dishwasher with a cup of white vinegar (consult manual)	30 Clean dishwasher filter and spray arms	31				

AUGUST

1 Clean refrigerator and freezer door seals Clean fridge condenser coils	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Check for sink and toilet leaks and repairs Clean stove hood and filter
29	30 Clean dishwasher filter and spray arms	31				

SEPTEMBER

1	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Adjust sprinkler systems to appropriate water timing (consult local watering guides) Clean stove hood and filter
29 Run the dishwasher with a cup of white vinegar (consult manual)	30 Clean dishwasher filter and spray arms					

OCTOBER

1	Inspect dryer hoses for blockages/lint Clean dryer lint trap and drawer	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8		9 Clean dishwasher filter and spray arms	10	11 Clean clothes washing machine detergent door	12	13	14
15		16 Clean dishwasher filter and spray arms	17	18 Check windows for any drafts	19	20	21
22		23 Clean dishwasher filter and spray arms	24	25	26	27	28 Clean stove hood and filter Run oven clean cycle
29		30 Clean dishwasher filter and spray arms	31				

NOVEMBER

1 Change fan to spin clockwise for winter	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Check for sink and toilet leaks and repairs Clean stove hood and filter
29 Run the dishwasher with a cup of white vinegar (consult manual)	30 Clean dishwasher filter and spray arms					

DECEMBER

1	2 Clean dishwasher filter and spray arms	3	4	5	6	7 Replace air filters (depending on filter instructions)
8	9 Clean dishwasher filter and spray arms	10	11	12	13	14
15	16 Clean dishwasher filter and spray arms	17	18	19	20	21
22	23 Clean dishwasher filter and spray arms	24	25	26	27	28 Adjust sprinkler systems to appropriate water timing (consult local watering guides) Clean stove hood and filter
29	30 Clean dishwasher filter and spray arms	31				

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HOME UPGRADE AND REPLACEMENT TRACKER

[illegible]

HOME IMPROVEMENT WISHLIST

PRIORITY	ROOM	DESIRED IMPROVEMENT
☆☆☆☆☆		Upgrade to SMART Thermostat
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PRIORITY	ROOM	DESIRED IMPROVEMENT
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