

 For homeowners, landlords and home service businesses

Home service checklist

The checks a home needs, grouped by how often they are due: every month, every three months, before each season and once a year. With tick grids for the whole year and a log of what you found.



This month

8 CHECKS

- ☒ Test smoke alarms DIY
- ☒ Look for leaks and damp DIY
- ☒ Clean AC filters DIY
- ☐ Check generator oil and fuel DIY
- ☐ Check inverter batteries DIY



Next visit booked



Before the rains

PRO

- ☐ Check the roof for loose sheets
- ☐ Clear gutters and drains



A tick grid for all 12 months



DIY and pro jobs marked



A visit plan for trades

How to use this checklist

Most breakdowns start as small problems you can spot in a five-minute monthly check.
Print the grids, stick them inside a cupboard door and tick each box as you go.



Every month

Quick checks, under ten minutes in total.



Every 3 months

Deeper cleaning and inspections.



Each season

Before the rains or winter, and before the hot, dry months.



Once a year

Full electrical and plumbing checks by a pro.



PLAN AROUND YOUR CLIMATE

In Nigeria that means before the rains and before harmattan. In colder countries, before winter and summer. A list copied from a cold country misses generators, harmattan dust and rainy-season drains.



KNOW WHEN TO CALL A PRO

Gas, refrigerant, wiring, roof work and generator repairs need a trained, qualified technician. Items marked **PRO** are theirs.

Contents

01	Every month	3
	Eight quick checks with a tick grid for the year	
02	Every three months	4
	Kitchen, water tank, sockets, locks, pests and the generator service	
03	Before each season	5
	Before the rains or winter, and before harmattan or summer	
04	Once a year	6
	The full check, plus who should do each task	
05	What I found	7
	A log, so you can spot what is getting worse	
06	For home service businesses	8
	Turn the checklist into booked, paid visits	

Who it's for: homeowners and tenants who want fewer surprise repairs, landlords and property managers looking after several units, and home service businesses (AC technicians, plumbers, electricians, cleaners and handy people) who want a standard visit plan to offer customers.



EVERY MONTH

Year _____

Monthly checks

Keep the whole round under ten minutes, or nobody does it. Tick the month when it's done.

CHECK	J	F	M	A	M	J	J	A	S	O	N	D
Test every smoke alarm with its test button.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test carbon monoxide (CO) alarms, especially with a generator or gas cooker.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look under sinks and around toilets, water heaters and pumps for drips or damp.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clear hair and debris from shower, bath and sink drains.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Clean or check air conditioner and fan filters in heavy-use months.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check the generator's oil and fuel, and run it briefly outdoors if idle.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check inverter batteries for swelling, leaks or warning lights.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Walk round outside: blocked drains, cracked paving and pests.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

**GENERATORS**

The US CDC says never use a generator inside a home or garage, even with doors and windows open, and run it more than 20 feet (about 6 metres) from windows, doors and vents.

ANYTHING TO WATCH NEXT MONTH



Year

Quarterly checks

Deeper cleaning and inspections. Write the date in the box for each quarter.

CHECK	Q1	Q2	Q3	Q4
Clean kitchen extractor filters and the area behind the cooker.				
Flush or clean the overhead water tank filter and check the float valve.				
Inspect sockets, extension leads and plugs for scorch marks or loose fittings.				
Check door and window seals, locks and burglary-proof bars.				
Treat for pests, or book fumigation if you see signs of termites or rodents. PRO				
Service the generator according to its run hours: oil, oil filter, air filter, spark plug. PRO Unless you are trained.				



FOLLOW THE MANUAL

These intervals are a sensible default. Always follow the maker's manual for your equipment, especially generators and air conditioners.

NOTES AND READINGS

[illegible]



EACH SEASON

Seasonal checks

Do these a few weeks before the season turns. Tick the year you did each one.

Before the rainy season (or before winter)

Year ☐ 1 ☐ 2 ☐ 3

- ☐ Clear gutters, downpipes and surface drains of leaves and silt.
- ☐ Check the roof for loose sheets, broken tiles and rusted nails. **PRO ABOVE GROUND FLOOR**
- ☐ Make sure water drains away from the walls and the foundation.
- ☐ Check outside sockets and lights for water-tight covers.
- ☐ Seal cracks around windows and doors.
- ☐ In cold climates: service the furnace or boiler, bleed radiators and insulate outside taps and pipes. **PRO FOR GAS**

Before the hot, dry season (harmattan or summer)

Year ☐ 1 ☐ 2 ☐ 3

- ☐ Service every air conditioner: clean filters and coils, check gas pressure and drainage. **PRO**
- ☐ Dust and clean ceiling fans, vents and window nets.
- ☐ Check water storage: clean the tank and check the borehole pump pressure. **PRO FOR THE PUMP**
- ☐ Keep dry grass and rubbish away from the generator and the fuel store.
- ☐ Check fire extinguishers are charged and in date.

WHO TO BOOK, AND WHEN



ONCE A YEAR

The yearly check



Book these together

Year ☐ 1 ☐ 2 ☐ 3

Full electrical safety check of the wiring, distribution board and earthing.

PRO



Plumbing check: valves, pressure, water heater and visible pipework.

PRO



Check septic tank or soakaway levels and book emptying if needed.

PRO



Repaint or treat exposed wood and metal before it rusts or rots.



Replace any alarm that has reached the end of its life, and update this checklist with what you found.

How often, and who should do it

TASK	HOW OFTEN	DIY OR PRO	WHY IT MATTERS
Test smoke alarms	Monthly	DIY	Alarms fail silently
Check for leaks	Monthly	DIY	Small leaks become damp walls and big bills
AC filters	Monthly in peak season	DIY	Dirty filters cost power and cooling
AC full service	Before the hot season	PRO	Refrigerant and electrical work needs training
Generator service	By run hours, often every 3 months	PRO	Prevents breakdowns during outages
Gutters and drains	Before the rains	DIY ground level	Blocked drains flood compounds and walls
Electrical check	Yearly	PRO	Loose connections are a fire risk



THE SAFETY BASICS BEHIND THIS LIST

The US Fire Administration advises testing smoke alarms monthly and replacing them every 10 years. The US Department of Energy recommends cleaning or replacing air conditioner, furnace and heat pump filters, and having the furnace or heat pump professionally maintained each year. All checked on 1 October 2026.



Without notes, you can't spot what is getting worse. Write the condition of anything that isn't right, and what you did about it. Photos help too.



FOR TRADES

Sell the checklist as a visit plan

For a home service business the checklist is a product: a maintenance plan with planned visits instead of emergency callouts.

1 Turn it into a visit plan

Pick the items you are qualified to do and group them into one standard visit, for example a quarterly AC and electrical check.

2 Price it per visit or per year

The visit must pay for travel, time and parts. A fixed price makes it easy to say yes.

3 Book the next visit before you leave

Agree the date on the doorstep and confirm it the same day. Reminders cut no-shows, and a deposit makes the slot real.

4 Record what you found

Note the condition of each item, with photos. Next visit, start from the notes, not from memory.

5 Send the bill on the day

Invoice before you leave the street, with a payment link.

Worked example

An AC servicing company in Abuja signs 60 households to a quarterly plan at ₦15,000 a visit:

$60 \times \text{₦}15,000 \times 4 = \text{₦}3,600,000$ a year of planned work, before any repairs found on visits. At four visits a day, the 240 visits fill about 60 working days.

A plumbing firm in Texas: 80 customers on a twice-yearly check at \$120 a visit is **$80 \times \$120 \times 2 = \$19,200$ a year**.

Figures are an illustration, not market rates.

Your visit plan

Plan name			
Items included			
Visits a year		Price per visit	
Customers on the plan		Yearly plan value	

CUSTOMERS

 ×

PRICE PER VISIT

 ×

VISITS A YEAR

 =

PLANNED WORK A YEAR

Turn the checklist into booked, paid visits

startbuddi puts bookings, jobs and payments in one place, so a maintenance plan runs without a notebook.



A bookable service

Add "Quarterly AC and electrical check" with its duration and price, and turn on Require payment to book to take a deposit.



The right questions up front

Ask for property type, number of AC units or generator size, and save the answers to the customer's record.



Reminders and follow-ups

Reminder emails go out before each visit, and you can edit the message sent after a completed or missed booking.



The checklist as tasks

In Work, add the checklist items as subtasks your technician ticks off on the job. Recurring tasks repeat for your own checks.



Bill on the day

Open the booking and use Generate Invoice, or send a payment link, so the customer pays before you leave.



Chip on every screen

startbuddi's AI drafts replies and follow-ups while you're on a job.

Set it up in an afternoon



Add your visit

Price, duration, deposit



Import customers

From a spreadsheet (CSV)



Share your link

Your booking page



Connect payments

Your own Paystack or Stripe

Your first plan customer, booked

Bookings, the checklist and the invoice for every visit, in one place.

[Start free at startbuddi.com](https://startbuddi.com)

Free plan available

