GRABTHEHAMMER

House binder

Address: _____

Keep it where everyone in the house can find it.

1. In an emergency
2. House details
3. Upkeep schedule
4. Month by month
5. Repair log

1. In an emergency

Shutoffs

Main water shutoff _____

Electrical panel _____

Main breaker _____

Gas meter _____

Who to call

Fire, injury or gas smell	911
Gas company emergency line	_____
Electric utility, outages	_____
Water utility	_____
Plumber	_____
Electrician	_____
Heating and cooling company	_____

Smell gas? Leave now. Don't flip switches or use a phone inside. Call from outside.

Water pouring? Close the main water shutoff, then turn off power to wet areas if you can reach the panel without standing in water.

Sparks or burning smell? Turn off that breaker, or the main. If there's smoke, get out and call 911.

More: GrabTheHammer.com/emergency

2. House details

Shutoffs and panels

Main water shutoff _____

Electrical panel _____

Main breaker _____

Water meter _____

Gas meter _____

Water heater _____

GFCI outlets that reset others _____

Numbers to call

Gas company emergency line _____

Electric utility, outages _____

Water utility _____

Plumber _____

Electrician _____

Heating and cooling company _____

Landlord or property manager _____

Heating and cooling

Furnace filter size _____

Filter last changed _____

Furnace or boiler _____

Air conditioner _____

Last furnace or AC service _____

Thermostat batteries _____

Around the house

Smoke alarms replace by _____

CO alarms replace by _____

Paint: walls _____

Paint: trim and ceilings _____

Light bulbs _____

Other notes _____

3. Upkeep schedule

Typical intervals. Your equipment's manual wins if it says something different.

Job	How often	Last done	Next
Change the HVAC air filter	Every 3 months		
Test smoke and CO alarms	Every month		
Test GFCI outlets	Every month		
Check under sinks for leaks	Every 3 months		
Dye-test toilets for silent leaks	Every 6 months		
Make sure the main water shutoff turns	Every year		
Clean the dishwasher filter	Every month		
Clean the dishwasher spray arms	Every 3 months		
Clean the washer's door seal and drawer	Every month		
Clean the dryer vent	Every year		
Clean the refrigerator coils	Every 6 months		
Descale the showerhead	Every 6 months		
Clean the bathroom fan	Every 6 months		
Check caulk around tubs and showers	Every year		
Clean and seal the grout	Every year		
Flush the water heater	Every year		
Test the sump pump	Every 3 months		
Test the garage door safety sensors	Every 3 months		
Run the heat once before cold weather	Every year, in season		
Bleed the radiators	Every year, in season		
Seal drafty windows	Every year, in season		
Winterize outdoor faucets	Every year, in season		
Clean the gutters	Every 6 months, in season		
Check that downspouts drain away	Every year, in season		
Clean the outdoor AC unit	Every year, in season		
Flush the AC condensate drain	Every year, in season		
Look over the roof from the ground	Every year, in season		
Walk the deck for loose or soft boards	Every year, in season		

How-to guides for every job: GrabTheHammer.com/my-house

4. Month by month

A few small checks each month. Tick them off as you go.

January

- [ ] Test smoke and CO alarms
- [ ] Check the furnace filter
- [ ] Look under sinks for leaks
- [ ] Feel for drafts at windows and doors
- [ ] Make sure the main water shutoff turns

February

- [ ] Change the furnace filter
- [ ] Clean the fridge coils
- [ ] Test GFCI outlets
- [ ] Clean the dishwasher filter
- [ ] Check the caulk around the tub

March

- [ ] Clean the gutters after winter
- [ ] Test smoke and CO alarms
- [ ] Look over the roof from the ground
- [ ] Flush the water heater
- [ ] Change the furnace filter

April

- [ ] Clean the outdoor AC unit
- [ ] Check the AC before the first hot week
- [ ] Walk the deck for loose or soft boards
- [ ] Clean the dryer vent
- [ ] Test GFCI outlets

May

- [ ] Change the air filter
- [ ] Check the fence and gate
- [ ] Soak the showerhead
- [ ] Clean the washer's door seal
- [ ] Look under sinks for leaks

June

- [ ] Test smoke and CO alarms
- [ ] Clean the dishwasher spray arms
- [ ] Clean and seal the shower grout
- [ ] Check the toilets for wobble
- [ ] Check the air filter

July

- [ ] Rinse the outdoor AC unit again
- [ ] Check the air filter
- [ ] Fix any dripping faucets
- [ ] Check around the disposal for drips
- [ ] Test GFCI outlets

August

- [ ] Change the air filter
- [ ] Clean the fridge coils
- [ ] Dye-test the toilets for silent leaks
- [ ] Check the caulk around tubs and showers
- [ ] Look under sinks for leaks

September

- [ ] Test smoke and CO alarms
- [ ] Change the furnace filter
- [ ] Clean the dryer vent
- [ ] Look under sinks for leaks
- [ ] Check the weatherstripping on windows

October

- [ ] Test the furnace before the first cold night
- [ ] Bleed the radiators
- [ ] Seal drafty windows
- [ ] Winterize the outdoor faucets
- [ ] Check the water heater for leaks

November

- [ ] Clean the gutters after the leaves drop
- [ ] Change the furnace filter
- [ ] Test the CO alarms
- [ ] Make sure the main water shutoff turns
- [ ] Clean the dishwasher filter

December

- [ ] Test smoke and CO alarms
- [ ] Check the furnace filter
- [ ] Protect pipes from freezing
- [ ] Feel for drafts at windows and doors
- [ ] Look under sinks for leaks

5. Repair log

Write down what was fixed, when, by whom and what it cost. It helps the next repair, a warranty claim or a sale.

Date	What was done	Who did it	Cost