| Topic | Contact Name/# | Maintenance Agreement? | Notes | Daily | Weekly | Monthly | Annually |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Utilities** |  |  |  |  |  |  |  |
| Propane | XYZ Company 966-1000 | N | Gas Shutoff is located: |  |  | Check meter quarterly and call for fill |  |
| Solar | ZZZ Solar | N | Spray panels to remove dust in spring and fall |  |  |  |  |
| Electricity |  |  | Electrical panel on South side of house |  |  |  |  |
| Generator |  | N | Disconnected |  |  |  |  |
| Water/Well |  |  | There are 2 types of water 1) drinking 2) Garden  Water shutoff is located: |  |  | They will call monthly and schedule time to do maintenance |  |
| Garbage |  |  | Take to the dump |  |  |  |  |
| Recycling |  |  | Take to the dump |  |  |  |  |
| Septic |  |  | Last pumped in 2006 |  |  |  |  |
| Plumbing |  |  |  |  |  |  |  |
| Furnace |  |  |  |  |  |  |  |
| Swamp Cooler/AC |  |  |  |  |  |  |  |
| Water Heater |  |  | Replaced thermostat 4/2019 |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |
| Outside Irrigation |  |  | Garden water is located: |  |  |  |  |
| **Vehicles** |  |  |  |  |  |  |  |
| Autos |  |  |  |  |  |  |  |
| 4 Wheelers |  |  |  |  |  |  |  |
| Lawn mowers/tractors |  |  | Regular unleaded gas  Key is under seat |  |  |  |  |
| RV |  |  |  |  |  |  |  |
| **Tools** |  |  |  |  |  |  |  |
| Chain Saw |  |  | 2 cycle gas |  |  |  | Have sharpened before season |
| Pole Saw |  |  |  |  |  |  | Have sharpened before season |
| Weed Wacker |  |  |  |  |  |  |  |
| **Finance/Paperwork** |  |  |  |  |  |  |  |
| Passwords |  |  |  |  |  |  |  |
| Bank Accounts |  |  |  |  |  |  |  |
| Safe Deposit Box |  |  |  |  |  |  |  |
| **Miscellaneous** |  |  |  |  |  |  |  |
| Pool |  |  |  | Scoop leaves | Check Chemistry  Brush walls |  | Winterize |
| Hot Tub |  |  |  |  | Check Chemistry |  |  |
| Driveway |  |  |  |  |  |  |  |
| Pet Sitters |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |