



Know your home. Care for it with confidence.

HomeSavvy is your simple guide to understanding your home and knowing what to do when something comes up.

Inside This Booklet

- New Homeowner Checklist
- Organize Your Home Info
- Your Home Systems
- Preventative Maintenance Schedule

Home Systems

- Roof & Gutters
- HVAC
- Plumbing
- Electrical
- Appliances
- Doors, Windows & Exterior
- Other Home Systems

Know Your Home

Owning a home doesn't come with a manual. It should. This is yours.

Start Here

Start by getting organized so you always know where things are and how everything works.

- New Homeowner Checklist
- Organize Your Home Info

Home Systems

Use the system pages to stay ahead of problems and know when it's time to call a professional.

- Roof & Gutters
- Plumbing
- Appliances
- HVAC
- Electrical
- Doors, Windows & Exterior
- Other Home Systems

Tip

Use this booklet to keep all your home information, contacts, and maintenance notes in one place so they are easy to access whenever you need them.

New Homeowner Checklist

Day 1

- Confirm utilities are active (electric, gas, water, internet)
- Test lights, outlets, and major appliances
- Locate and label your electrical panel
- Find and label your main water shutoff
- Check for visible leaks under sinks and around toilets
- Walk the exterior and look for damage or drainage issues

Week 1

- Rekey or replace exterior door locks
- Test smoke and carbon monoxide detectors
- Check HVAC system and replace air filter if needed
- Learn thermostat settings and system basics
- Identify attic, crawlspace, and access points
- Start a running list of repairs or upgrades

First Month

- Set reminders for ongoing maintenance
- Review homeowner's insurance coverage
- Organize important documents (inspection, warranties, receipts)
- Learn how to shut off water, gas, and power in an emergency
- Walk the home again and note any new concerns

Tip

Use your HomeSavvy booklet to track what you complete and keep everything in one place so it's easy to reference later.

Organize Your Home Info

Fill this out once so you always know where everything is.

Home Systems Locations

Main Water Shutoff: _____

Gas Shutoff (if applicable): _____

Electrical Panel Location: _____

Key Breakers (HVAC, Kitchen, Water Heater): _____

HVAC System Location: _____

Water Heater Location: _____

Sump Pump Location: _____

Trusted Professionals

Roof & Gutters: _____

HVAC: _____

Plumbing: _____

Electrical: _____

Appliances: _____

Doors, Windows & Exterior: _____

Garage Door: _____

Locks / Locksmith: _____

Irrigation: _____

Security System: _____

Other: _____

Important Documents

Inspection Report Location: _____

Warranties: _____

Manuals & Receipts: _____

Insurance Information: _____

Permits (if applicable): _____

Notes:

Maintenance Log

Date: _____ Service / Notes : _____

Date: _____ Service / Notes : _____

Date: _____ Service / Notes : _____

Date: _____ Service / Notes : _____

Date: _____ Service / Notes : _____

Date: _____ Service / Notes : _____

Roof & Gutters

Roof and gutter systems protect your home from water damage, structural issues, and long-term wear. Proper maintenance helps prevent costly repairs and extends the life of your home.

What to Watch For

- Visible leaks or water stains on ceilings or walls
- Sagging gutters or improper drainage
- Missing shingles or storm damage
- Signs of wear or deterioration

Preventative Maintenance

- Remove debris from gutters after major storms
- Clean gutters and downspouts in spring and fall
- Check for proper drainage after heavy rain
- Inspect the roof from the ground in spring and fall

When to Call a Professional

- Active leaks or water intrusion
- Significant roof damage or missing shingles
- Persistent drainage issues
- Structural concerns or sagging areas

Recommended Professional

Company: _____

Phone: _____

Email: _____

HVAC

HVAC systems control your home's comfort, air quality, and energy use. Proper maintenance helps prevent breakdowns and extend the life of your system.

What to Watch For

- Weak airflow or uneven temperatures
- Unusual noises or vibrations
- Sudden increases in energy bills
- System not turning on or running constantly

Preventative Maintenance

- Replace or clean HVAC air filters every 1-2 months
- Keep vents and registers clear at all times
- Check thermostat settings at the start of each season
- Replace thermostat batteries once per year
- Clean the outdoor unit every 6 months (remove debris and rinse gently)

When to Call a Professional

- System is not heating or cooling properly
- Strange smells (burning, musty, or gas odors)
- Frequent cycling on and off
- Ice buildup on coils or refrigerant lines

Recommended Professional

Company: _____

Phone: _____

Email: _____

Plumbing

Plumbing systems deliver clean water and remove waste from your home. Proper maintenance helps prevent leaks, damage, and costly repairs.

What to Watch For

- Water stains, damp areas, or unexplained moisture
- Slow drains or frequent clogs
- Low water pressure
- Unusual sounds in pipes

Preventative Maintenance

- Check under sinks and around fixtures once per month
- Use drain strainers at all times
- Flush drains with hot water once per month
- Inspect exposed pipes every 3–6 months
- Locate and test your main water shutoff once per year

When to Call a Professional

- Persistent leaks or water damage
- Sewage smells or backup issues
- Burst pipes or major water loss
- Significant drop in water pressure

Recommended Professional

Company: _____

Phone: _____

Email: _____

Electrical

Electrical systems power your home and are critical for safety and everyday use. Proper maintenance helps prevent hazards and ensure reliable performance.

What to Watch For

- Flickering or dimming lights
- Frequent breaker trips
- Warm or discolored outlets and switches
- buzzing sounds or burning smells

Preventative Maintenance

- Test and reset GFCI outlets once per month
- Replace light bulbs and check fixtures as needed
- Avoid overloading outlets and circuits
- Inspect visible outlets and switches every 3-6 months
- Keep the electrical panel area clear at all times

When to Call a Professional

- Breakers trip repeatedly or will not reset
- Burning smells or visible sparks
- Outlets or switches stop working
- You need new circuits or major electrical work

Recommended Professional

Company: _____

Phone: _____

Email: _____

Appliances

Appliances support your home's daily function and efficiency. Proper maintenance helps extend their lifespan and prevent unexpected breakdowns.

What to Watch For

- Appliances not performing as expected
- Unusual noises or vibrations
- Water leaks around appliances
- Increased energy usage

Preventative Maintenance

- Clean filters, coils, and vents every 3–6 months
- Check hoses and connections for leaks every 3–6 months
- Replace water filters based on manufacturer recommendations (typically every 3–6 months)
- Avoid overloading appliances during regular use
- Inspect appliance seals and gaskets every 6–12 months

When to Call a Professional

- Appliance stops working completely
- Electrical or mechanical issues
- Persistent leaks or unusual behavior
- Repairs beyond basic maintenance

Recommended Professional

Company: _____

Phone: _____

Email: _____

Doors, Windows & Exterior

Doors, windows, and exterior elements protect your home from weather, improve energy efficiency, and provide security. Proper maintenance helps prevent drafts, water intrusion, and long-term damage.

What to Watch For

- Drafts or temperature differences near doors and windows
- Water intrusion, staining, or moisture around frames
- Difficulty opening, closing, or locking
- Visible damage, warping, or deteriorating seals

Preventative Maintenance

- Check weatherstripping and seals every 6 months
- Inspect and tighten door hardware once per year
- Clean tracks and ensure smooth operation every 3-6 months
- Inspect caulking and reseal gaps every 6-12 months
- Check for drafts at the start of each season

When to Call a Professional

- Doors or windows are misaligned or not sealing properly
- Persistent drafts or water leaks
- Broken glass, damaged frames, or structural issues
- Locking mechanisms fail or do not function properly

Recommended Professional

Company: _____

Phone: _____

Email: _____

Other Home Systems

Some parts of your home do not fit into a single category, but they still require maintenance and attention over time.

What to Watch For

- Garage doors not opening or closing smoothly
- Locks sticking or difficult to turn
- Security system alerts or devices not responding
- Irrigation leaks, broken heads, or uneven coverage
- Exterior lighting not functioning properly
- Fence or gate damage or instability
- Sump pump not running or making unusual noise
- Dryer taking longer than normal to dry

Preventative Maintenance

- Test garage door operation every 3-6 months
- Lubricate locks and door hardware once per year
- Replace batteries in security devices as needed
- Inspect irrigation systems at the start of each season
- Check exterior lighting and replace bulbs as needed
- Walk your property every 3-6 months to look for damage
- Test sump pump operation once per year
- Clean dryer vent and ducting once per year



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Questions or sales inquiries?
Email us at support@homesavvyhq.com