



**Apartment
Maintenance** *Pro*

Preventive Maintenance Planner

Plan, track, and complete monthly preventive maintenance tasks to reduce costly repairs, improve equipment life, and keep your property operating at its best.



How to Use This Planner

Welcome to the Preventive Maintenance Planner

This planner is designed to help apartment maintenance teams stay organized, reduce unexpected repairs, and keep properties operating efficiently throughout the year.

Each monthly page includes:

- **Monthly Focus** – Key preventive maintenance priorities for the month.
- **Maintenance Areas** – Major building systems and property areas to review.
- **Vendor Visits** – Track contractor visits, inspections, and scheduled services.
- **Supplies Needed** – Record materials and inventory needed for upcoming work.
- **Issues Found** – Document items requiring follow-up or future repairs.

Best Practice

Review the planner with your maintenance team at the beginning of each month. Update it throughout the month and use it during staff meetings to track progress and plan upcoming work.

Pro Tip

Schedule preventive maintenance before it becomes urgent. A consistent monthly routine helps reduce emergency work orders, extend equipment life, improve resident satisfaction, and control maintenance costs.

January

Preventive Maintenance

Monthly Focus

- Inspect heating equipment
- Replace HVAC filters
- Check for plumbing leaks
- Test smoke detectors and emergency lighting

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

February

Preventive Maintenance

Monthly Focus

- Inspect roofs and gutters after winter weather
- Test HVAC systems before cooling season
- Inspect exterior lighting and replace bulbs
- Check fire extinguishers & safety equipment

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

March

Preventive Maintenance

Monthly Focus

- Inspect irrigation systems for leaks & operation
- Clean & inspect breezeways & common areas
- Schedule spring landscaping & tree trimming
- Inspect sidewalks, curbs, and trip hazards

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

April

Preventive Maintenance

Monthly Focus

- Inspect roofs and gutters after spring storm
- Prepare pools and outdoor amenities for season
- Inspect irrigation coverage
- Adjust sprinkler heads
- Check exterior paint, siding, & building caulking

Maintenance Areas

- ☐ HVAC
- ☐ Plumbing
- ☐ Electrical
- ☐ Exterior
- ☐ Grounds
- ☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

May

Preventive Maintenance

Monthly Focus

- Inspect & service HVAC systems before summer
- Inspect pools, gates, and safety equipment
- Check irrigation timers and water usage
- Inspect parking lots and refresh pavement markings as needed

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

June

Preventive Maintenance

Monthly Focus

- Monitor HVAC performance and tenant comfort
- Inspect cooling towers and condensate drains
- Check exterior lighting and parking lot security
- Inspect dumpsters and trash enclosures for cleanliness

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

July

Preventive Maintenance

Monthly Focus

- Monitor irrigation systems for heat-related water loss
- Inspect playgrounds and outdoor amenities
- Check roofs for heat damage & flashing issues
- Inspect emergency lighting and backup power systems

Maintenance Areas

- ☐ HVAC
- ☐ Plumbing
- ☐ Electrical
- ☐ Exterior
- ☐ Grounds
- ☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

August

Preventive Maintenance

Monthly Focus

- Inspect fire extinguishers and emergency lighting
- Check parking lots and sidewalks for trip hazards
- Inspect exterior doors, gates, & access controls
- Review make-ready supply inventory for fall leasing

Maintenance Areas

- ☐ HVAC
- ☐ Plumbing
- ☐ Electrical
- ☐ Exterior
- ☐ Grounds
- ☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

September

Preventive Maintenance

Monthly Focus

- Inspect roofs and gutters before fall storms
- Test exterior lighting and parking lot fixtures
- Inspect weather stripping and door seals
- Schedule HVAC filter replacements for all buildings

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

October

Preventive Maintenance

Monthly Focus

- Inspect heating systems before cooler weather
- Clean roof drains and gutters after falling leaves
- Inspect weather seals on doors and windows
- Test smoke detectors and carbon monoxide detectors

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

November

Preventive Maintenance

Monthly Focus

- Winterize irrigation systems (where applicable)
- Inspect boiler and water heater performance
- Check exterior caulking and weatherproofing
- Inspect emergency lighting and exit signs

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

December

Preventive Maintenance

Monthly Focus

- Complete year-end property inspections
- Inspect holiday lighting and electrical safety
- Review emergency preparedness supplies
- Plan preventive maintenance priorities for the new year

Maintenance Areas

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Exterior

☐ Grounds

☐ Fire & Life Safety

Vendor Visits

Supplies Needed

Issues Found

Thank You

Thank you for using the Apartment Maintenance Pro Preventive Maintenance Planner. We hope this resource helps you stay organized, reduce costly repairs, and keep your property operating at its best.

Continue Your Maintenance Success

Explore more free resources at ApartmentMaintenancePro.com, including:

- Apartment Turn Checklists
- Preventive Maintenance Checklists
- Move-In & Move-Out Inspections Forms
- Vendor & Contractor Resources
- Maintenance Training Guides
- Property Management Tools

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