Home Maintenance & Upkeep Recordbook (Fillable) - Expanded

Home Maintenance & Upkeep Recordbook

A professional, printable + fillable binder for maintenance, repairs, warranties, and system records.

How to use this recordbook

1) Complete the Property Profile and System Inventory (model/serial numbers).
2) Use the Maintenance Log pages to document recurring upkeep and seasonal tasks.
3) Use the Repair & Upgrade Log for all repairs, replacements, and major projects (repipe, rewire, HVAC, roof, windows).
4) Track warranties, contractors, receipts, and photos. Keep everything in one place.
5) For resale or insurance, export/print the key pages to share a clean history packet.

Brand + Contact

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Service areas: Harney County, OR and Sweet Home / Lebanon / Albany, OR.

Quick Links (fill-in)

Client portal username/email

Property nickname (optional)

Property Profile

Property details

Property address

City / State / ZIP

Year built

Sq ft

Owner/occupant name(s)

Phone / Email

Emergency contact

Emergency contact phone

Property notes

Access instructions, gate codes, pets, preferred entry points, parking notes

Recordbook: document maintenance, repairs, upgrades, and system details to support upkeep, claims, and resale value.

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Shutoffs, Access, and Utilities

Shutoffs

Water main shutoff location

Electrical panel location

Gas shutoff location (if applicable)

Sewer cleanout location

Well / pump shutoff (if applicable)

Septic access notes (if applicable)

Utilities & service providers (optional)

Electric provider

Account # (optional)

Water/Sewer provider

Account # (optional)

Gas provider

Internet provider

Notes

Contractors and Service Providers (Directory)

Primary vendors

Trade	Company / Contact	Phone	Notes

Contractors and Service Providers (Directory)

Secondary vendors / backups

Trade	Company / Contact	Phone	Notes

System Inventory - Mechanical & Electrical

HVAC

System type

Brand

Install year

Service company

Model #

Serial #

Filter size

Filter interval

Notes

Water Heater

Type (tank/tankless)

Fuel (gas/electric)

Install year

Capacity

Model #

Serial #

Notes

Electrical Panel

Main service amperage

Panel brand

Panel location

Generator interlock

System Inventory - Mechanical & Electrical

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System Inventory - Plumbing / Sewer / Water

Main Plumbing

Pipe type

Known issues

Main shutoff location

Pressure regulator

Water softener / filter

Install date

Notes

Sewer / Septic

System type (sewer/septic)

Cleanout location

Last service date

Service company

Septic tank location (if any)

Drainfield notes

Notes

Well / Pump (if applicable)

Pump type

Install year

Pressure tank location

Pressure settings

Treatment system

Service interval

System Inventory - Plumbing / Sewer / Water

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Recordbook: document maintenance, repairs, upgrades, and system details to support upkeep, claims, and resale value.   Page 9

System Inventory - Envelope / Roof / Windows

Roof

Roof type

Approx. install year

Last inspection date

Known leak areas

Gutter type

Downspout discharge notes

Notes

Exterior / Siding

Siding type

Paint/stain date

Problem areas (rot)

Caulk schedule

Notes

Windows / Doors

Window type

Install year (if known)

Known drafts/leaks

Door threshold notes

Notes

System Inventory - Envelope / Roof / Windows

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Recordbook: document maintenance, repairs, upgrades, and system details to support upkeep, claims, and resale value. Page 11

System Inventory - Appliances / Safety / Other

Appliances (key items)

Refrigerator model/serial

Range model/serial

Dishwasher model/serial

Microwave model/serial

Washer model/serial

Dryer model/serial

Notes

Safety / Security

Smoke detector type/notes

CO detector type/notes

Fire extinguisher locations

Alarm system info

Camera system info

Safe / key box notes

Notes

Recordbook: document maintenance, repairs, upgrades, and system details to support upkeep, claims, and resale value.

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Finishes, Paint, Flooring, and Notes

Paint colors (for touch-ups)

Room/Area	Color Name / Code	Sheen	Brand

Flooring inventory

Type(s) and locations (LVP, hardwood, carpet, tile), install dates, and notes

Warranty Register

Warranties and service contracts

Item/System	Company / Product	Start date	End date	Doc?

Maintenance Log (Routine Upkeep)

Use one row per task (filter, gutters, detectors, caulk, dryer vent, seasonal checks, etc.). Attach receipts/photos as needed.

Log entries (page 1/4)

Date	System/Area	What was done	By	Cost

Notes

Maintenance Log (Routine Upkeep)

Use one row per task (filter, gutters, detectors, caulk, dryer vent, seasonal checks, etc.). Attach receipts/photos as needed.

Log entries (page 2/4)

Date	System/Area	What was done	By	Cost

Notes

Maintenance Log (Routine Upkeep)

Use one row per task (filter, gutters, detectors, caulk, dryer vent, seasonal checks, etc.). Attach receipts/photos as needed.

Log entries (page 3/4)

Date	System/Area	What was done	By	Cost

Notes

Maintenance Log (Routine Upkeep)

Use one row per task (filter, gutters, detectors, caulk, dryer vent, seasonal checks, etc.). Attach receipts/photos as needed.

Log entries (page 4/4)

Date	System/Area	What was done	By	Cost

Notes

Repair & Upgrade Log

Use one row per repair/upgrade (include permit # where applicable).

Log entries (page 1/4)

Date	Project type	Scope summary	Permit #	Cost

Warranty / follow-up notes

Repair & Upgrade Log

Use one row per repair/upgrade (include permit # where applicable).

Log entries (page 2/4)

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Warranty / follow-up notes

Water / Moisture Events Log

Record any leaks, floods, overflows, or moisture events. This supports claims, troubleshooting, and resale transparency.

Event entries (page 1/2)

Date	Area	What happened	Actions taken	Photos?

Moisture readings (optional)

Water / Moisture Events Log

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Event entries (page 2/2)

Date	Area	What happened	Actions taken	Photos?

Moisture readings (optional)

Seasonal Checklist - Spring / Early Summer

Check boxes as completed. Add dates/notes where helpful.

Checklist

☐ Inspect gutters/downspouts and verify drainage away from foundation	☐ Service HVAC (filter replacement, basic check)
☐ Check exterior caulk at windows/doors/penetrations	☐ Inspect roofline visually (missing shingles, flashing concerns)
☐ Test smoke/CO detectors; replace batteries if needed	☐ Check dryer vent for lint buildup and airflow
☐ Inspect hose bibs and exterior faucets for leaks	☐ Inspect bathroom fans and duct terminations
☐ Check crawlspace/attic for moisture/condensation	☐ Walk property for trip hazards and loose handrails

Notes

Seasonal Checklist - Fall / Winter Prep

Check boxes as completed. Add dates/notes where helpful.

Checklist

☐ Gutter clean + downspout flush (prepare for wet season)	☐ Inspect exterior grading and drainage for pooling areas
☐ Weatherstrip check and door sweep adjustments	☐ Check window seals for drafts/condensation patterns
☐ Inspect attic ventilation and bath fan venting	☐ Inspect exterior lights and replace bulbs as needed
☐ Check crawlspace vents/ground moisture (as applicable)	☐ Test shutoffs (water main, angle stops) and label locations
☐ Water heater check: leaks, temp setting, pan/sensor	☐ Review emergency contacts and update this recordbook

Notes

Resale / Insurance Packet Builder

When you sell (or file a claim), gather these items

Tip: Buyers and adjusters trust organized documentation. This checklist helps you package it.
Keep copies of receipts, warranties, inspection reports, and before/after photos.

Checklist

☐ Receipts for repairs and upgrades

☐ Warranties (HVAC, roof, appliances, windows)

☐ Permits / final inspections (if applicable)

☐ Service history (maintenance log pages)

☐ System model/serial numbers

☐ Before/after photos of completed work

☐ Home inspection reports + completed repair list

☐ Insurance claim documents (if any)

☐ Facility agreements / service contracts (if applicable)

☐ Utilities and shutoff locations documented

Notes