



Annual Home Maintenance Proposal

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Your Home Essentials package includes:

- ✓ Change HVAC filter quarterly
- ✓ Check all smoke and CO alarms
- ✓ Clean dryer vent
- ✓ Clean interior & exterior of windows
- ✓ Lubricate exterior & interior door hinges
- ✓ Turn on/off outdoor faucets
- ✓ Reverse settings on ceiling fans & clean blades
- ✓ Check exterior grading for negative slope and signs of water pooling
- ✓ Check/repair failing caulk around exterior windows and doors
- ✓ Check facade and foundation for cracks/damage
- ✓ Check sump pump to make sure its operating properly
- ✓ Check the roof for signs of loose or broken shingles
- ✓ Inspect all interior pipes, faucets and fixtures for drips or damage
- ✓ Inspect asphalt and concrete for cracks and/or damage
- ✓ Inspect patios/decks for damage and needed repairs

Your additional services requested are:

Exterior Cleaning Services

- ☐ Clean gutters
- ☐ Chimney sweep & inspection
- ☐ Power wash home exterior
- ☐ Power wash all exterior concrete and paver walkways
- ☐ Snake main drain/sewer line
- ☐ Pool Cleaning/Maintenance

Interior Cleaning Services

- ☐ House Cleaning (Bi-Weekly)
- ☐ House Cleaning (1x / Month)
- ☐ HVAC Duct Cleaning
- ☐ Carpet cleaning
- ☐ Upholstery cleaning
- ☐ Clean refrigerator coils

Landscaping Services

- ☐ Weekly lawn service
- ☐ Edge and mulch flower beds
- ☐ Leaf removal
- ☐ Prune back perennials
- ☐ Lawn aeration
- ☐ Lawn dethatching
- ☐ Lawn overseeding w/ fertilizer
- ☐ Patch lawn
- ☐ Fertilize lawn
- ☐ Fertilize trees
- ☐ Fertilize flowering shrubs
- ☐ Arborist tree inspection
- ☐ Tree trimming
- ☐ Deliver & stack firewood
- ☐ Snow removal
- ☐ Dog waste removal

Mechanical Services

- ☐ Biannual HVAC Service
- ☐ Tune-up lawn mower, trimmer, etc. (includes blade sharpening)
- ☐ Tune-up snowblower
- ☐ Summerize your snowblower
- ☐ Winterize lawn mower, trimmer, etc.
- ☐ Lubricate garage door
- ☐ Flush hot water tank
- ☐ Drain and refill boiler
- ☐ Activate sprinkler system
- ☐ Winterize sprinkler system

All Other Services

- ☐ Treat home for insects/pests
- ☐ Replace fridge water filter
- ☐ Driveway Sealing
- ☐ Touch-up exterior paint
- ☐ Snow bird property check-ins

Your customized, year-round maintenance plan is just \$____ per month!

Call 614-831-0870 or go to HomeFreeOhio.com today to begin service.

Key Home Data

		Notes
Outside Home Data		
Number of Windows	0	
1st Story Windows (including basement)		
2nd Story Windows		
3rd Story Windows		
Dry Vent Discharge Location		
Square Feet of Lot		
Square Feet of Bed Front Yard		
Square Feet of Bed Side Yard		
Square Feet of Bed Back Yard		
Square Feet of Lawn		
# of Mature Trees (Note Types)		
# of Perennials Needing Pruning (Note Types)		
# of Flowering Shrubs (Note Types)		
Snowblower Make & Model		
Lawnmower Make & Model		
Trimmer Make & Model		
Other Equipment Make & Model		
Linear Feet of Gutters	0	
1st Story Gutters		
2nd Story Gutters		
3rd Story Gutters		
Square Feet of Concrete & Pavers		
Square Feet of Asphalt Driveway		
Sprinkler System Y/N		
Boiler Y/N		
# of Garage Doors		
Pool Y/N		

		Notes
Inside Home Data		
Number of HVAC Units		
HVAC Unit Location(s)		
Unit A		
Unit B		
HVAC Filter Size(s)		
Unit A		
Unit B		
HVAC Make, Model & Age		
Unit A		
Unit B		
Hot Water Heater Make, Model & Age		
Electric Panel Type & Amps		
Sump Pump Location		
# of Smoke & CO Detectors		
Detector Battery Type(s) & Quantity		
# of Ceiling Fans		
# of Dryers		
Dryer Location		
# of Active Chimneys		
# of Active Wood Burning Fireplaces		
# of Active Gas Fireplaces		
# of HVAC Vents		
Home Square Footage	0	
1st Story Square Feet		
2nd Story Square Feet		
3rd Story Square Feet		
Finished Basement Square Feet		

Service Descriptions

Service	S P G	S M R	F A L L	W N T R	Service Description
Home Essentials					
Change HVAC filter quarterly	1 x	1 x	1 x	1 x	Includes the quarterly replacement of the HVAC filter with a pleated air filter.
Check all smoke and CO alarms	1 x		1 x		Includes checking in the spring and fall to ensure the device is not past the expiration date, pressing the “Test” button to see if it produces the alarm noise, and replacing batteries once annually.
Clean dryer vent			1 x		Includes brushing of the inside of the vent pipe with a vent cleaning brush and extendable wands to remove clogged lint and dust. Any lint removed will be properly disposed.
Clean interior & exterior of windows	1 x				Includes spring-time cleaning of interior and exterior windows with a soap and water solution applied with a cloth/sponge, then dried with a squeegee to prevent water spots.
Lubricate exterior & interior door hinges			1 x		Includes applying a spray lubricant to all hinges of exterior and interior doors once in the fall (excludes garage doors).
Turn on/off outdoor faucets	1 x		1 x		Refers to turning off exterior spigots from the basement of a home in an effort to prevent those pipes from freezing when exterior temperatures are below freezing. This service can only be performed if shutoff valves for exterior spigots are already present and operational in a basement of a home.
Reverse settings on ceiling fans & clean blades		1 x	1 x		Ensures ceiling fans are moving counterclockwise in the summer to pull cool air up and clockwise in the fall to bring warm air down. All blades will be dusted/cleaned.
Check exterior grading for negative slope and signs of water pooling	1 x				Includes a visual inspection of the grading of the ground around the home to ensure the grade is pitched away from the house to avoid water pooling/damage and a visual inspection of the remaining yard for signs of water pooling.
Check/repair failing caulk around exterior windows and doors			1 x		Includes visual inspection of caulking around exterior windows and doors and repairing any loose/failed caulking with new exterior latex caulk.
Check facade and foundation for cracks/damage	1 x				Includes visual exterior inspection of the facade of the home in an attempt to identify cracks and/or damage the exterior siding materials, as well as an interior and exterior inspection of the home's foundation to identify any apparent cracks and/or damage. Interior inspection limited to areas that are easily accessible and excludes crawlspaces.
Check sump pump to make sure its operating properly	1 x				Includes unplugging the float and directly plugging in the pump to ensure the pump works, engaging the float manually when the unit is plugged in properly, and a visual inspection of the sump pump pit to make sure it's free of obvious debris.
Check the roof for signs of loose or broken shingles	1 x				Includes a visual inspection of the roof, possibly with the assistance of a drone, to see if there are any signs of loose or broken shingles on the roof, or any other damage visible by the naked eye.

Service	S P G	S M R	F A L L	W N T R	Service Description
Inspect all interior pipes, faucets and fixtures for drips or damage	1 x				Includes visually inspecting faucets, shower heads, and tub spouts for proper functioning, running water in sinks, showers and tubs to make sure they drain properly, visual inspection of the trap below sinks to look for leaks, flushing of toilets to make sure they're functioning properly and visual inspection of any visible pipes/ drains in basements to look for any leaks and/or damage.
Inspect asphalt and concrete for cracks and/or damage	1 x				Includes visual inspection of exterior asphalt and concrete to identify any potential cracks and/or damage in need of repair.
Inspect patios/decks for damage and needed repairs	1 x				Includes visual inspection of exterior patios/decks to identify any additional maintenance (e.g. staining of deck, replacing sand between pavers) or repairs (e.g. replace rotten decking, replace damaged pavers) are needed.
Exterior Cleaning Services					
Clean gutters	1 x		1 x		Includes removal of leaves and debris from gutters and downspouts, as well as hauling away any debris. Additional cleanings available for additional charge as requested.
Chimney sweep and inspection			1 x		Includes an annual cleaning and safety inspection performed by a local, reputable chimney sweep service provider.
Power wash home exterior	1 x with customer preference on quarter				Includes inspection with homeowner of the exterior of the home, make note of any areas of concern and/or existing damage is noted, power washing exterior of home including use of plant/ animal safe cleaning solution, and a final inspection with the homeowner to confirm satisfaction.
Power wash all exterior concrete and paver walkways	1 x with customer preference on quarter				Includes inspection with homeowner of the areas to be cleaned, make note of any areas of concern and/or existing damage is noted, power washing including use of plant/animal safe cleaning solution, and a final inspection with the homeowner to confirm satisfaction.
Snake main drain/sewer line			1 x		Includes clearing the main drain line with a plumbing cable auger. Additional charges apply for scoping the lines with a camera and any needed repairs.
Pool Cleaning/Maintenance	Weekly				Includes testing the water, cleaning out the pump and skimmer baskets, checking over the equipment to make sure everything is operating properly, vacuuming the pool to remove leaves and other debris, and backwashing the sand filter or clean the cartridge filter.
Interior Cleaning Services					
House Cleaning (Every Other Week)	Bi Weekly				Includes (1) vacuuming, sweeping and mopping the floors in all rooms, (2) cleaning bathrooms including mirrors, toilets, showers, baths, sinks and floors, (3) wiping down kitchen appliances, counters, sinks and cabinet doors, (4) removing garbage from all garbage cans, (5) high and low dusting of surfaces, (6) cleaning glass on doors; excludes windows, (7) all cleaning supplies and equipment will be provided.

Service	S P G	S M R	F A L L	W I N T E R	Service Description
House Cleaning (Once a Month)	Monthly				Includes (1) vacuuming, sweeping and mopping the floors in all rooms, (2) cleaning bathrooms including mirrors, toilets, showers, baths, sinks and floors, (3) wiping down kitchen appliances, counters, sinks and cabinet doors, (4) removing garbage from all garbage cans, (5) high and low dusting of surfaces, (6) cleaning glass on doors; excludes windows, (7) all cleaning supplies and equipment will be provided.
HVAC Duct Cleaning			1 x		Includes the cleaning of various heating and cooling system components of your home's forced air system, including the supply and return air ducts and registers, grilles and diffusers, heat exchangers heating and cooling coils, condensate drain pans (drip pans), fan motor and fan housing, and the air handling unit housing. Service to be provided by a local, reputable HVAC duct cleaning service provider.
Carpet cleaning	1 x with customer preference on quarter				Includes pre-inspection with homeowner of the rooms to be cleaned and will make note of any areas that require special attention or care, moving of furniture with the exception of pieces that are deemed unsafe or too large to move, thorough cleaning of the carpet with deodorizer, and a final inspection with the homeowner to confirm satisfaction.
Upholstery cleaning	1 x with customer preference on quarter				Includes pre-inspection with homeowner of the furniture to be cleaned and will make note of any areas that require special attention or care, moving of furniture as needed to facilitate the cleaning, thorough cleaning of the upholstery, and a final inspection with the homeowner to confirm satisfaction.
Clean refrigerator coils		1 x		1 x	
Mechanical Services					
Biannual HVAC Service	1 x		1 x		Includes spring and fall HVAC maintenance performed by a licensed technician. HVAC maintenance includes evaluating the control system, checking all components, cleaning/lubrication of the system, and tips/recommendations regarding your HVAC system.
Tune-up lawn mower, trimmer, etc. (includes blade sharpening)	1 x				Includes changing the oil, replacing the spark plug, replacing the air filter, and sharpening blades (if applicable).
Tune-up snowblower			1 x		Includes changing the oil, replacing the spark plug, and replacing the air filter.
Summerize your snowblower	1 x				Includes cleaning machine and adding fuel stabilizer.
Winterize lawn mower, trimmer, etc.			1 x		Includes cleaning machine and adding fuel stabilizer.
Lubricate garage door	1 x		1 x		Includes visual inspection of the door, tracks, rails, opener, and spring to identify any signs of wear or damage, cleaning of tracks with rag, and lubrication of all pivot points, rollers, rails and springs with appropriate lubricant(s).
Flush hot water tank				1 x	Includes running cold water through the tank to remove sediment build-up.
Drain and refill boiler				1 x	Includes draining and refilling the boiler/radiators with treated water.

Service	S P G	S M R	F A L L	W I N T R	Service Description
Activate sprinkler system	1 x				Includes adjusting vacuum breakers, reinstalling bleeder cap, turning on valves/water, testing the system to make sure it's operating appropriately, and setting the watering schedule.
Winterize sprinkler system			1 x		Includes turning off water and timer, adjusting vacuum breakers, and blowing all water out of the system with compressed air.
Landscaping Services					
Weekly lawn service	Weekly				Includes mowing, edging, and trimming lawn, as well as blowing off all hard surfaces around the home.
Edge and mulch flower beds	1 x				
Fall clean-up			1 x		
Prune back perennials			1 x		
Lawn aeration			1 x		
Lawn dethatching			1 x		
Lawn overseeding with fertilizer			1 x		
Patch lawn	1 x				
Fertilize lawn	1 x	2 x	1 x		
Fertilize trees	1 x		1 x		
Fertilize flowering shrubs	1 x	1 x			
Arborist tree inspection	1 x				
Tree trimming/removal	1 x with customer preference on quarter				
Deliver & stack firewood			1 x		
Snow removal				5 x	
Dog waste removal	Weekly				
All Other Services					
Treat home for insects/pests	1 x	1 x	1 x	1 x	Includes prevention and treatment for 45 different types of pests, initial home consultation and treatment, 4 scheduled treatments annually, complete service around your home's perimeter and inside as needed, free emergency service, and spider web removal performed by a reputable pest management service provider.
Driveway Sealing	1 x with customer preference on quarter				
Replace refrigerator water filter		1 x		1 x	
Touch-up exterior paint		1 x			
Snow bird property check-ins	Frequency based on customer needs				