



Home Care Kit

The shutoffs, systems and filters to write down, and the maintenance and cleaning that keep a house running.

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If you only read one page

A house rarely fails all at once. It fails from small jobs skipped for years. These seven habits prevent most of the expensive surprises.

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- 1 **Know your shutoffs.** Main water, gas and power. Find them before you need them, with the wrench kept next to the gas valve.
 - 2 **Change the air filter.** Every one to three months. It is the cheapest thing you can do for your heating and cooling system and your air.
 - 3 **Keep water away from the house.** Clean gutters, downspouts that drain away, and ground that slopes out. Most costly home damage starts with water.
 - 4 **Service heat and air twice a year.** Cooling in spring, heating in fall. A tune-up costs far less than a failure in the first heat wave or cold snap.
 - 5 **Clean the dryer vent yearly.** All the way to the outside wall. Lint in the vent is a leading cause of house fires that start in the laundry.
 - 6 **Write down what was done.** Date, who did it, and what it cost. A service log helps with warranty claims, insurance and the sale of the house.
 - 7 **Put names on the cleaning jobs.** A few minutes a day, split by name, keeps a house cleaner than one big weekend nobody wants.
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Then start here: **Shutoffs**, page 6.

What is in here

12 worksheets in four sections. Start with the first section, then whichever page someone is about to ask you for. A page filled in roughly is worth more than a blank one.

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01

The house

The basics, where things shut off, and who to call.

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The house at a glance

The facts a plumber, an insurer or a house sitter asks for first. Fill it in once and update it when something changes.

The full guide: hubstone.com/guides/owning-a-home

Address _____

Square feet _____

Heating fuel _____

Water source (city or well) _____

Electric company and account _____

Water company and account _____

Year built _____

Bedrooms and bathrooms _____

Cooling type _____

Sewer (city or septic) _____

Gas company and account _____

Trash and recycling day _____

Keys, codes and access

What	Where it is or who has it
Spare house keys	
Garage door code or remote	
Alarm system and who monitors it	
Gate, lockbox or smart lock	
Attic and crawl space access	

Codes stay off paper. Write where a code is kept, such as a password manager, rather than the code itself.

Shutoffs

Where to turn off water, gas and power in a hurry. Walk the house with everyone old enough to use them.

The full guide: hubstone.com/guides/home-maintenance

Shutoff	Where it is	How to turn it off
Main water		
Water heater		
Toilets and sinks		
Washing machine		
Outdoor spigots		
Irrigation		
Gas meter		
Main electrical panel		
Furnace or air handler switch		

Keep the tool with the valve. A gas meter valve usually needs a wrench. Store one next to it. If you smell gas, leave the house first and call the gas company from outside.

Panel location _____ Main breaker size _____

Breaker	What it controls	Breaker	What it controls
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	

Who to call

The people who have worked on this house, and a backup for each trade.

Trade	Company	Phone	Emergency calls?
Plumber			
Electrician			
Heating and cooling			
Roofer			
Appliance repair			
Handyman			
Pest control			
Septic or sewer			
Lawn and landscaping			
Cleaner			

The house

Systems

Maintenance

Cleaning

02

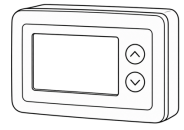
Systems

Heat, hot water, alarms, appliances, and the parts they use.

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Heating, cooling and thermostat

The system most homes call someone about first. Photograph the labels on the furnace and the outdoor unit and keep the photos with this page.



The house

Systems

Maintenance

Cleaning

Thermostat

Where it is _____

Brand and model _____

App or account it uses _____

Batteries (type) _____

Usual winter setting _____

Usual summer setting _____

The system

Type ☐ Furnace and AC ☐ Heat pump ☐ Boiler ☐ Mini split ☐ Other

Indoor unit brand and model _____

Outdoor unit brand and model _____

Installed on _____

Warranty until _____

Service company _____

Service company phone _____

Air filter

Filter size (on the filter frame) _____

Where the filter goes _____

Change it every _____

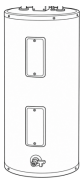
Where spares are kept _____

Buy filters in bulk. Write the exact size here, and keep a few spares next to the unit so changing one takes two minutes.



Water heater

What kind it is, how old it is, and who to call. Most last 8 to 12 years, so the install date matters.



Type ☐ Gas tank ☐ Electric tank ☐ Tankless ☐ Heat pump

Where it is _____

Brand and model _____

Tank size _____

Installed on _____

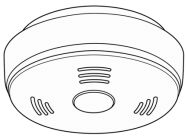
Warranty until _____

Service company and phone _____

Part or task	How often	Last done
Flush the tank or descale	Yearly	
Test the relief valve	Yearly	
Check the anode rod	Every 3 to 5 years	

Smoke alarms and safety gear

Where each alarm and extinguisher is, and when it was last tested or replaced.



Item	Where it is	Battery or wired	Replace by
Smoke alarm			
Smoke alarm			
Smoke alarm			
Carbon monoxide alarm			
Carbon monoxide alarm			
Fire extinguisher (kitchen)			
Fire extinguisher (garage)			
First aid kit			

Alarms wear out. Most smoke and carbon monoxide alarms need replacing about 10 years after the date printed on the back, even when they still beep on test.

Appliances

One line per appliance. Model numbers are usually on a label inside the door, on the back, or under the edge.

Appliance	Brand and model	Installed	Warranty until
Refrigerator			
Dishwasher			
Range or cooktop			
Oven			
Microwave			
Range hood			
Garbage disposal			
Washer			
Dryer			
Water softener or filter			
Sump pump			
Garage door opener			

Where the manuals and receipts are kept _____

Filters, batteries and parts

Everything in the house that gets replaced on a schedule, with the size or number to buy. This is the page you take to the store.

Item	Size or part number	How often	Last replaced
HVAC air filter		1 to 3 months	
Refrigerator water filter		6 months	
Range hood grease filter		Clean monthly	
Dishwasher filter		Clean monthly	
Whole house water filter			
Water softener salt			
Humidifier pad		Yearly	
Smoke and CO alarm batteries		Yearly	
Thermostat batteries		Yearly	
Garage remote batteries			
Light bulbs (hard to reach)			

How old the big things are

When each major system went in, how long it usually lasts, and when it was last serviced. It tells you what to budget for before it fails.

The full guide: hubstone.com/guides/home-maintenance

System	Installed	Usually lasts	Last serviced	Next due
Furnace or boiler		15 to 20 years		
Air conditioner or heat pump		15 to 20 years		
Water heater		8 to 12 years		
Roof		20 to 30 years		
Electrical panel		25 to 40 years		
Refrigerator		10 to 15 years		
Washing machine		8 to 12 years		
Dishwasher		9 to 12 years		
Septic system (pumping)		Every 3 to 5 years		
Well pump		10 to 15 years		
Chimney (sweep)		Yearly if used		

Lifespans are typical ranges. Climate, use and maintenance change them.

03

Maintenance

What to do each month and season, and a log of what was done.

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Maintenance schedule

The routine jobs that keep small problems small, grouped by how often they come around. Tick them off as you go, and start a new copy each year.

The full guide: hubstone.com/guides/home-maintenance

Every month

- ☐ Test smoke and carbon monoxide alarms
- ☐ Check the HVAC filter, and change it when it looks gray
- ☐ Clean the dishwasher filter and the range hood filter
- ☐ Run water in unused sinks, showers and toilets
- ☐ Look under sinks for drips

Every three months

- ☐ Clean the garbage disposal
- ☐ Vacuum the refrigerator vents and check the door seals
- ☐ Test the garage door auto-reverse
- ☐ Check the water softener salt
- ☐ Look over the service log and fill in anything missed

Spring

- ☐ Have the air conditioning serviced
- ☐ Clean the gutters and downspouts
- ☐ Inspect the roof for winter damage
- ☐ Check the foundation and basement for cracks or water
- ☐ Turn outdoor water back on and check the sprinklers
- ☐ Check caulking around windows and doors

Summer

- ☐ Test the sump pump
- ☐ Inspect the deck, patio and railings
- ☐ Check that the ground slopes away from the house
- ☐ Trim bushes back from the siding and the AC unit
- ☐ Look for signs of pests

Fall

- ☐ Have the furnace and chimney inspected before heating season
- ☐ Clean the gutters again after the leaves are down
- ☐ Turn off and drain outdoor faucets and irrigation
- ☐ Seal gaps where pipes and wires enter the house
- ☐ Weatherstrip doors and windows
- ☐ Trim branches away from the roof

Winter

- ☐ Keep an eye on pipes in cold spots during freezes
- ☐ Check the roof and gutters for ice dams after storms
- ☐ Check attic insulation and look for drafts
- ☐ Test GFCI outlets

Once a year

- ☐ Flush the water heater
- ☐ Clean the dryer vent all the way to the outside
- ☐ Vacuum the refrigerator coils
- ☐ Change alarm batteries
- ☐ Check fire extinguisher gauges
- ☐ Look over the electrical panel for warm or scorched breakers
- ☐ Review the home insurance policy

Jobs for this house

When

Done

Every repair, service call and replacement, as it happens. Dates and costs are what an insurer, a buyer or the next owner will ask for.

04

Cleaning

Who cleans what, and how often.

Cleaning schedule

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The house

Systems

Maintenance

Cleaning

Cleaning schedule

What gets cleaned and how often, so the whole household knows what is expected. Write a name next to each job.

The full guide: hubstone.com/guides/managing-cleaning-team

Every day

Job	Who
Dishes done and counters wiped	
Kitchen floor swept where needed	
Clutter back where it belongs	
Trash out when full	

Every week

Job	Who
Clean toilets, sinks, showers and tubs	
Wipe mirrors and bathroom counters	
Vacuum floors and rugs	
Mop hard floors	
Dust surfaces	
Change bed sheets	
Wipe the stovetop and microwave	
Clear old food from the refrigerator	
Take trash and recycling to the curb	

Every month

Job	Who
Wipe baseboards and door frames	
Dust ceiling fans, vents and light fixtures	
Clean inside the microwave and oven door	
Wipe cabinet fronts and handles	
Vacuum under furniture and beds	
Clean bathroom exhaust fans	
Wash shower curtain and bath mats	

Twice a year

Job	Who
Wash windows inside and out	
Clean inside the refrigerator and freezer	
Deep clean the oven	
Wash pillows, duvets and curtains	
Clean grout and re-seal if needed	
Clear out closets and the pantry	
Clean behind the washer, dryer and refrigerator	

Products this house uses, and surfaces that need special care

This does not have to stay paper

You have just written down the things your family would otherwise have to work out under pressure. Keep this binder somewhere two people know about, and tell them it exists.

Paper goes stale. A phone number changes, a policy renews, a parent moves, and the page you filled in last spring is quietly wrong.

Hubstone holds the same record and keeps it current. Enter something once, and share each page only with the people who should see it. When a detail changes, the record changes with it, and the reminder comes before the deadline. The Home Care Kit is free to print. In Hubstone, it fills itself in from your records.



Fill it in once

Scan to start at hubstone.com/start. No card needed.

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