

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Important Home Safety and Spring Maintenance Checklist

Dear [Recipient Name],

With the arrival of spring, it is the perfect time to perform routine maintenance to ensure your home remains safe, efficient, and in good condition. Below is a checklist of recommended tasks to complete this season:

1. Interior Safety & Systems

- Test smoke detectors and carbon monoxide alarms; replace batteries if needed.
- Check the expiration date on fire extinguishers.
- Replace furnace filters to improve air quality and HVAC efficiency.
- Clean the dryer vent and exhaust duct to prevent fire hazards.
- Test the sump pump to ensure it is ready for spring rains.

2. Exterior Maintenance

- Clean gutters and downspouts of leaves and debris.
- Inspect the roof for damaged or missing shingles.
- Check window screens for holes and ensure windows lock properly.
- Clear debris from around the outdoor AC condenser unit.
- Inspect exterior faucets and hose bibbs for freeze damage.

3. Yard & Surroundings

- Trim tree branches away from the house and power lines.
- Clear dead plants and brush away from the foundation.
- Inspect walkways and the driveway for new cracks or trip hazards.

Performing these simple checks now can help prevent costly repairs and ensure your family's safety throughout the year.

If you have any questions regarding these items, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]