

Spring Maintenance Tasks Checklist

Dear [Recipient's Name],

As we welcome the spring season, it's time to prepare for the maintenance tasks that will keep our [home, garden, facility, etc.] in great shape. Below is a checklist of important tasks to consider:

Indoor Maintenance

- Inspect and replace HVAC filters.
- Check and clean gutters and downspouts.
- Test smoke and carbon monoxide detectors.
- Clean and organize closets and storage spaces.
- Schedule a deep cleaning of carpets and upholstery.

Outdoor Maintenance

- Inspect the roof for any damage or leaks.
- Power wash driveways, patios, and walkways.
- Trim trees, shrubs, and dead plants.
- Prepare and plant spring flowers and vegetables.
- Check fences and gates for repairs.

We appreciate your attention to these important tasks. Let's make this spring a refreshing and productive season!

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]