

Proactive Maintenance Checklist for Home Appliances

Dear [Homeowner's Name],

We hope this message finds you well! To ensure the longevity and efficiency of your home appliances, we have prepared a proactive maintenance checklist. Please review the following items and schedule the necessary checks:

Kitchen Appliances

- **Refrigerator:** Clean condenser coils every 6 months.
- **Oven:** Check and clean burner elements regularly.
- **Dishwasher:** Run a cleaning cycle once a month.

Laundry Appliances

- **Washing Machine:** Check hoses for leaks and clean lint filter every 6 months.
- **Dryer:** Clean lint trap and vent pipe monthly.

Heating and Cooling Systems

- **HVAC Unit:** Change filters every 3 months.
- **Water Heater:** Flush tank once a year to remove sediment.

Miscellaneous

- **Smoke Detectors:** Test monthly and replace batteries annually.
- **Carbon Monoxide Detectors:** Test monthly and replace every 5 years.

Regular maintenance helps prevent costly repairs and ensure that your appliances operate efficiently. Thank you for your attention to these important tasks.

Sincerely,
[Your Name]
[Your Company Name]
[Contact Information]