GENTLETOOLS / FREE RESOURCE SERIES

HOME AND PROPERTY / 8 PAGE EDITION

# Home Maintenance Log PDF

Turn scattered receipts and repair memories into a traceable history.

### NOT JUST AN EMPTY FORM

The next repair is easier to organize when you know what was already done, who handled it and where the record was saved. This worksheet leaves space for work dates, costs and the next review.

## THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

HOME REPAIR PRIORITY BOARD

# Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

**Project or subject**

**Date or period**

**STEP 1** List current issues and the available manual or service history.

**STEP 2** Record completed work with dates, providers, costs and receipt references.

**STEP 3** Use actual equipment guidance or a qualified tradesperson to set the next check.

**STEP 4** Which fact or document still needs checking?

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# Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

**Reference period**

**Review date**

| ROOM / FIXTURE | QUOTED COST | PAID SO FAR | WORK STATUS | CONTRACTOR / EVIDENCE REFERENCE |
|---|---|---|---|---|
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**Outstanding question or record to confirm**

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# Keep a dated record

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**Outstanding question or record to confirm**

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# Compare with evidence

### WHAT THIS DOCUMENT HELPS WITH

The next repair is easier to organize when you know what was already done, who handled it and where the record was saved. This worksheet leaves space for work dates, costs and the next review.

## 1. Current facts

| CURRENT | OPTION | EVIDENCE |
| --- | --- | --- |
| | | |

## 2. Alternative course

| CURRENT | OPTION | EVIDENCE |
| --- | --- | --- |
| | | |

## 3. Uncertain information

| CURRENT | OPTION | EVIDENCE |
| --- | --- | --- |
| | | |

**Working conclusion or question**

**Review by**

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# Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

**ACTION 1** List current issues and the available manual or service history.

| Concrete next action | Owner / due |
| --- | --- |
| | |

**ACTION 2** Record completed work with dates, providers, costs and receipt references.

| Concrete next action | Owner / due |
| --- | --- |
| | |

**ACTION 3** Use actual equipment guidance or a qualified tradesperson to set the next check.

| Concrete next action | Owner / due |
| --- | --- |
| | |

**IMPORTANT CONTEXT**

Do not use a worksheet as instructions to attempt hazardous gas, electrical or structural repairs.

- [ ] Source checked
- [ ] Next action assigned

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# Review a worked example

**FICTIONAL EXAMPLE**

Illustration: an air filter replaced on October 12, with the invoice saved in a home folder. The next interval should come from the equipment instructions, not a generic rule.

## BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

**What will be improved next time?**

Do not use a worksheet as instructions to attempt hazardous gas, electrical or structural repairs.

HOME REPAIR PRIORITY BOARD

# Household systems

This page is tailored to the topic. Use it to check key items before closing your file.

| AREA | LAST SERVICE | NEXT DUE |
| --- | --- | --- |
| **Heating** | | |
| **Plumbing** | | |
| **Appliances** | | |
| **Safety equipment** | | |
| **Exterior** | | |

**One additional item to check**