January 2, 2027 | Knoxville, Farragut & Lenoir City

Set up the home service record

Main task: about 30 active minutes. DIY.

January setup; December review. Annual planning review.

- [ ] **Gather equipment details**
  Collect equipment models, manuals and service records in one private place.
- [ ] **Record completed and upcoming care**
  Enter service dates and next due work. Use the actual equipment instructions and service findings to tailor the dates.
- [ ] **Choose the next appointments**
  List overdue or approaching service and arrange it as needed. Keep account numbers, passwords and access codes out of shared copies.

Safety: Keep account numbers, passwords, access codes and personal records private.

Additional time: None

Timing basis: Editorial support task for tailoring the maintenance schedule. Equipment instructions and actual conditions take priority.

Guidance: Source 1

Open the online checklist and how-to links

Follow-up notes

Other maintenance this week

Up to 28 additional active minutes if every item applies. Spread these out. Skip equipment you do not have and monthly checks already completed.

- [ ] **Walk through for leaks and humidity** (Weekly; 10 min)
  Look under sinks and at ceilings. Read a hygrometer. Log new dampness. Aim for 30-50% RH, below 60%.
  Safety: Fix leaks promptly. Dry wet materials within 24-48 hours. Refer extensive, hidden or contaminated damage to a professional. Guide

- [ ] **Read refrigerator and freezer thermometers** (Weekly planning check; 2 min)
  Read appliance thermometers. Refrigerator should be 40 F or below; freezer 0 F or below.
  Safety: Investigate unsafe temperatures promptly. An appliance setting is not a thermometer reading. Guide

- [ ] **Test smoke and CO alarms** (Monthly; 8 min)
  Press each test button as the manual directs. Record failures and end-of-life chirps.
  Safety: Never disable alarms. A sounding CO alarm means leave for fresh air and call 911. Guide

- [ ] **Inspect HVAC air filter** (Monthly check; replace as needed; 5 min)
  Check size, airflow arrow and dirt. Replace or clean as the system and filter manual require.
  Safety: Turn the system off for access. Use a compatible filter, not an arbitrarily higher MERV. Guide

- [ ] **Inspect fire extinguishers** (Monthly; 3 min)
  Check access, pin, damage and gauge. Record the label service/replacement date.
  Safety: Do not discharge to test. Replace or service a damaged, used or undercharged unit. Guide

Optional housekeeping & reminders

About 183 active minutes for cleaning: 143 for the regular routine plus this week's detail. Spread it out. Laundry and machine cycles add time.

Follow care labels, ventilate and never mix cleaning products. Use safe access and hire help for height or heavy items.

Regular cleaning routine

- [ ] **Wipe down the kitchen**
  Counters, cooled stovetop, sink and appliance fronts.
- [ ] **Vacuum and mop floors**
  Include stairs. Use the method approved for your flooring.
- [ ] **Dust and refresh upholstery**
  Top to bottom. Vacuum cushions and fluff pillows.
- [ ] **Clean bathrooms and reachable glass**
  Toilets, sinks, tub or shower, mirrors and glass.
- [ ] **Review food storage and empty bins**
  Check leftovers. Wipe sticky trash and recycling bins.
- [ ] **Wash bedding, towels and bathmats**
  Replace sheets and pillowcases. Follow care labels.

This week's detail

- [ ] **Wipe inside medicine cabinets** (10 min)
  Wipe medicine-cabinet interiors and put contents back safely.
  Safety: Keep medicines away from children and moisture. Review disposal separately under A08.
- [ ] **Wipe refrigerator interior** (15 min)
  Wipe refrigerator interior with a compatible method and dry surfaces.
  Safety: Protect cold-food storage while cleaning. Avoid harsh chemicals and glass temperature shock.
- [ ] **Scrub grout / wipe tub surround** (15 min)
  Clean grout and shower surrounds using a surface-compatible product. Address stains or buildup sooner.
  Safety: Ventilate. Never mix cleaners. Inspect failed seals separately under T23.

Only if it applies: household and equipment

Additional time. Keep personal and financial records private.

- [ ] **Sort magazines and catalogs** (3 min)
  Sort current reading and recycle or file unwanted items.
  Safety: Protect personal information before recycling.

- [ ] **Review bank and card transactions** (10 min)
  Review recent transactions and flag unfamiliar charges or missing records.
  Safety: Use trusted account access. Keep financial details out of shared copies.

- [ ] **Review inboxes, bills and paperwork** (10 min)
  Review due bills and correspondence; file completed paperwork.
  Safety: Protect account numbers and avoid duplicate payments.

- [ ] **Check pool barrier and gate** (5 min)
  Confirm barriers are intact and the gate closes/latches correctly.
  Safety: Keep children away from an unsecured pool and arrange immediate repair. Supervision is always required.

- [ ] **Care for portable humidifier** (6 min)
  Empty, dry and refill daily. Clean every third day and rinse thoroughly as directed.
  Safety: Unplug before cleaning. Use only when humidity requires it; follow water and cleaning instructions.

Optional vehicle reminders

A reminder is a due-date check. Use the manual, mileage, condition and service history.

- [ ] **Check tire pressure, tread and condition** (10 min)
  Check cold pressures against the vehicle placard/manual. Inspect tread/damage and the spare if applicable.
  Safety: Do not use the sidewall maximum as the vehicle target. Have damage or abnormal wear assessed.

Between reminders: clean the dryer lint screen each load. Inspect after significant storms and address failed alarms, leaks or unsafe equipment promptly. Portable humidifiers in use need daily water care and cleaning every third day. Pools need more frequent care and barrier supervision during use.

Move outdoor work for heat, lightning, rain or ice. Prepare plumbing before a forecast freeze. Repairs, professional service, materials and machine cycles add time.