



GRETNA JUNCTION

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HOME & HOUSEHOLD

The Home Upkeep Planner



Keep small maintenance tasks and service records from getting lost.

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FREE PLANNING PACK

LICENSED CONTEXT PHOTOGRAPH / VISUAL EDITION 2026-10-30

JUNCTION HOME TOOLS

The Home Upkeep Planner

Keep small maintenance tasks and service records from getting lost.

Create a maintenance calendar based on your actual manuals and arrangements, with one place for service records and unresolved questions.

START HERE

1. Choose one room or system to organize first.
2. Find its actual manual or responsible contact.
3. Record the next task and who may perform it.
4. Save completion evidence and set a review date.

Time to begin: 25 minutes to begin; a short review each month.

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Included: six planning sections, four printable worksheet sets, eight editable CSV files, an offline HTML workbook, license and file manifest.

Print this PDF to write on the sheets. It has no fillable fields. Edit the CSVs in your own spreadsheet app; they contain no formulas. Keep completed copies privately.

THE PRACTICAL GUIDE

1. Start with what you are responsible for

List the parts of the home you manage and identify the responsible person for each. A renter may need to report a problem rather than arrange work. Record the actual agreement or contact route without interpreting legal duties from this workbook.

Begin with a small inventory: appliance nickname, manual location and service contact. Keep door codes, alarm details and account credentials elsewhere. The planner organizes information; it does not inspect the home, diagnose a problem or certify that a system is safe.

2. Use the real maintenance instructions

Find the manufacturer's instructions for each item. Copy a task's name and its source, then record the next due date or operating condition stated there. Avoid assigning a universal replacement interval to equipment you have not checked.

Mark an uncertain task as 'confirm instructions.' Separate a visual observation from a repair. If a task involves a hazard, unfamiliar equipment or work beyond your ability, use the appropriate qualified service or property contact rather than turning the worksheet into a do-it-yourself procedure.

THE PRACTICAL GUIDE

3. Turn a concern into a clear request

Describe what you observed, when it began and which item is affected. Avoid guessing at the cause. A concise description such as 'water appeared below the appliance after use' is more useful than an unsupported diagnosis.

Record when you sent the request, to whom and the next response date. Keep photos privately if appropriate. This pack is for routine organization; urgent hazards require the relevant emergency or professional response, not a wait for the next planning review.

4. Compare the same scope of work

Ask each service provider to describe the proposed work, materials, price basis and expected timing. Use the estimate comparison sheet to see which items are included or unresolved. A lower total may reflect a different scope rather than a comparable offer.

Check the provider's identity and any credentials relevant to the work through the appropriate source. Record questions before accepting an estimate. This organizer does not endorse a provider, verify licensing or replace the written agreement between the responsible parties.

THE PRACTICAL GUIDE

5. Record what was actually completed

After a visit, write the date, service performed and any follow-up instructions. Save the invoice or service note in your own records and add its location to the log. Keep proposed work separate from completed work.

If the original concern remains, describe the observation and contact the responsible party. Do not mark an issue resolved simply because a visit occurred. Add a next review date based on the actual instructions and keep warranty questions with the relevant document reference.

6. Keep the system light enough to use

Once a month, review overdue items, upcoming tasks and unanswered requests. Choose the next few actions instead of copying every possible household job. Remove duplicates and correct dates when circumstances change.

Keep a private backup of the blank and completed files. Share only the information a helper needs for the specific task. The workbook does not store answers online or contact service providers. Its value comes from a small, accurate record you can find when needed.

WORKSHEET 1 OF 4

Routine upkeep calendar

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Item / task	Appliance care (fictional)
Actual instruction source	Check the item's own manual
Responsible person	Household organizer
Next due / condition	Confirm before scheduling
Completed date	Not completed

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Item / task	Actual instruction source	Responsible person	Next due / condition	Completed date

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 2 OF 4

Service and repair history

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Item / date	Kitchen appliance (fictional)
Observed concern	Unusual sound during use
Work actually completed	Assessment only; no repair recorded
Document location	Private service folder
Follow-up	Ask for written recommendation

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Item / date	Observed concern	Work actually completed	Document location	Follow-up

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 3 OF 4

Written estimate comparison

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Provider / checked date	Example Provider A (fictional)
Defined work scope	Assess the named appliance
Price basis / exclusions	Written assessment fee; parts separate
Timing / terms	Appointment not booked
Question before acceptance	Does the quoted amount include travel?

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Provider / checked date	Defined work scope	Price basis / exclusions	Timing / terms	Question before acceptance

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 4 OF 4

Property and service request log

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Concern / observation date	Drip observed (fictional)
Responsible contact route	Use actual property contact
Request sent	Not sent in this example
Response / next action	Record response after contact
Actual status	Open

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Concern / observation date	Responsible contact route	Request sent	Response / next action	Actual status

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

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