

The 20-Minute Monthly Walk

Seven looks. First Saturday. Flashlight and phone. That is the whole free habit.

This is the free page. The paid Seasonal Checklist is the rest of the year — spring, summer, fall, freeze night, and what to do when a box fails.

- 1. Filter — pull it. If you cannot see light through it, replace it. Write the date on the new one.
- 2. Outdoor unit — two feet of clear air. No grass against the coil, no dog toys under it.
- 3. Drain — look at the indoor pan / wet switch with a flashlight. Standing water is a same-day job.
- 4. One GFCI — kitchen, bath, garage, or outside. Test. Reset. If it will not reset, that circuit is done.
- 5. Water — glance under a sink and at the water-heater pan. Brown rings are a leak, not a stain.
- 6. Ceiling — any new stain after weather? Photo it and date it.
- 7. One sentence in your notes — “AC ran all afternoon, house 76°, it was 98° outside.” That sentence saves a service call later.

Stop and call a tech if

Ice on the lines after the system has been running a while · burning smell on first heat · GFCI dead · water where it does not belong · outdoor fan spinning and the compressor only humming. Do not keep resetting a breaker. Do not add refrigerant because a neighbor said to.

Date this walk

Month _____	Date _____	What failed _____
-------------	------------	-------------------

Want the full seasonal pack (freeze night, mini-splits, well house, heat vs emergency heat)? shipp-shape.com/checklist · \$19

Owner maintenance only. Not a license for sealed systems, gas piping, or live-panel work.