STILLWATER
HOME MANAGEMENT

SAMPLE CARE PLAN · EXAMPLE ONLY

A year of care for one home

This is an example of how a Stillwater care plan is organized, for a three-bedroom second home near Brevard with home watch every two weeks and the Framework maintenance plan. It is not an agreement. Every plan is written for the home at the walkthrough, and the tasks, visit schedule and price will differ.

The home, and how it is used

Home	Three bedrooms, crawl space, propane, well and septic, wooded lot with a deck
Owners	Live out of state. Here most of the summer and at the holidays.
Home watch	A visit every two weeks, 26 a year. Extra visits added during hard freezes by arrangement.
Maintenance	Framework plan: the quarterly maintenance, plus the work done twice a year and once a year
Add-ons	Arrival prep in May and December. Departure close-down in August.
Access	Keys held under a signed agreement. Alarm code on file. Every entry logged.
Approvals	Repairs are quoted in the visit update and done after the owners approve. Urgent problems get a call the same day.

Every home watch visit

- Every room walked: ceilings, floors, windows
- Water run at every faucet and toilet
- Under sinks, water heater and washer checked for leaks
- Thermostat, temperature and humidity noted
- Breaker panel checked for tripped breakers
- Doors, windows and alarm
- Signs of pests or wildlife
- Refrigerator, freezer and ice maker
- Roof, gutters, deck and drainage, from the ground
- Crawl space from the door, dehumidifier running
- Trees near the house and storm damage
- Update with photos the same day

The year, by month

Home watch visits happen every two weeks, in every month. This calendar shows when the maintenance in the Framework plan is done, and when the add-ons fall.

January	Quarterly maintenance: air and refrigerator filters, smoke and CO detectors tested, lightbulbs, pest and carpenter bee check, water shut-off and freeze check.
February	Home watch visits.
March	Fireplace shut down for the season. Outdoor lighting checked.
April	Quarterly maintenance. Spring HVAC inspection and cleaning.
May	**Add-on:** arrival prep before the owners' summer stay.
June	Home watch visits.
July	Quarterly maintenance.
August	Dryer vent cleaning. **Add-on:** departure close-down after the summer stay.
September	Detector batteries replaced. Outdoor lighting checked.
October	Quarterly maintenance. Fall HVAC inspection and cleaning. Fireplace checked before the season.
November	Home watch visits.
December	**Add-on:** arrival prep for the holidays.

Not in this plan, quoted as needed: repairs found on a visit, gutter cleaning, window cleaning and power washing (all three are in the Complete plan), storm prep and post-storm checks, extra visits, meeting a contractor at the house, and any licensed trade work. Vendor services such as landscaping, cleaning and pest control are coordinated on request.