New Home Service & Maintenance Log

Nova Blueprint · Free how-to (2–4 pages)

This is an organizer, not home-repair or safety advice. Use a licensed professional for gas, electrical, structural or safety work.

AI disclosure: This guide was made with AI tools and checked by our automated review process before publishing. No human expert has reviewed it.

What this is

A free spreadsheet to keep your own service dates, contractor contacts, appliance references, maintenance follow-ups, and document index in one place. It is an organizer for recent homeowners — not a repair manual, inspection checklist, or safety guide.

What's in the free pack

• New_Home_Maintenance_Log.xlsx — Excel workbook with formulas

• New_Home_Maintenance_Log_CSV_Pack.zip — one CSV per sheet for Google Sheets import

• This how-to PDF

• README.txt

Quick start

1. Open the .xlsx in Excel (or import CSVs into Google Sheets).

2. Read Start Here, then fill Home Info. Never store alarm codes, door codes, or passwords.

3. Replace (sample) contacts and appliance rows with your own labels and dates.

4. On Maintenance Schedule, enter your own Frequency (months) and Last done — sheets ship blank. Next due uses EDATE; Status stays blank until both are set.

5. Log finished work on Service History. Index manuals and receipts on Documents (paths you choose).

6. Use Seasonal Checklist for period-based reminders (neutral period labels, not climate-specific seasons).

Sheets at a glance

Sheet	Purpose
Start Here	Disclaimer, steps, AI line
Home Info	Address and contacts — no security codes
Service Contacts	Contractors you choose
Appliances & Systems	Install date, manual reference, warranty end
Maintenance Schedule	Task, frequency, last done, next due, status
Service History	Completed visits and costs you recorded
Seasonal Checklist	Generic period tasks to tick off
Documents	Index of manuals, invoices, packets

Example	Fictional snapshot for illustration

Formulas that matter

Next due uses EDATE(last done, frequency months) only when both cells are filled; otherwise Next due and Status stay blank. Status shows Overdue, Due soon (within 30 days), or OK. Conditional formatting highlights Overdue and Due soon. No default safety intervals are supplied — you enter your own dates. Formulas use common functions intended for both Excel and Google Sheets. CSV files store formula text; prefer the .xlsx for live calculations, or re-enter formulas after CSV import.

Important limits

• No repair, gas, electrical, structural, or safety instructions.

• No default manufacturer intervals copied from manuals — you enter your own dates and private references.

• Every maintenance task row includes: Use a licensed pro for gas, electrical, structural or safety work.

• Sample contractors use obviously fictional names (Sample Plumbing Co., Example HVAC Services, Example Roofing Co., etc.). Model labels such as Model A-100 are fictional owner labels.

• Cost totals are private tracking notes — not tax, insurance, or financial advice.

Also useful after a move

If you are still settling in, pair this log with our free Move in 8 Weeks guide and planner: Move in 8 Weeks on Nova Blueprint.

https://novablueprint.pages.dev/products/move-in-8-weeks?utm_source=product&utm_medium=pdf&utm_campaign=new_home_log&utm_content=move_cta

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