

Refill pack

22 spare blanks (36 pages) of the logs in this binder: the sheets that gain a line every time something is done. When one fills up, file its spare straight behind it. The binder page it goes behind is printed at the top of each spare.

Code	Sheet	Sec.	Spares	Pages	Behind
PR-05	Contractor and Tradesperson Log	01	1	1	page 20
PR-07	Filter Change Log	01	1	2	page 28
PR-15	Insurance Claim Evidence Log	01	1	2	page 31
HS-03	HVAC and Heat Pump Service Log	02	1	2	page 40
HS-02	Water Heater Maintenance Log	02	1	2	page 42
HS-12	Heating Oil Delivery and Usage Log	02	1	1	page 44
HS-11	Wood Burner and Fuel Log	02	1	1	page 47
HS-13	Solar Panel and Inverter Log	02	1	1	page 48
HS-04	Septic Tank and Treatment Plant Log	02	1	2	page 49
HS-05	Private Well Water Test Log	02	1	2	page 51
HS-06	Water Softener Log	02	1	1	page 53
HS-07	Sump Pump Test Log	02	1	1	page 54
HS-09	Gutter Cleaning Log	02	1	2	page 57
SC-01	Smoke and CO Alarm Test Log	03	1	2	page 60
SC-12	Weekly Smoke Alarm Test Log	03	1	3	page 62
SC-02	Fire Extinguisher Check Log	03	1	2	page 65
WP-08	Borehole and Private Supply Log	04	1	2	page 74
WP-01	Pool Chemical and Maintenance Log	04	1	2	page 76
WP-06	Pool Equipment Service Log	04	1	1	page 83
WP-14	Swim Spa and Plunge Pool Log	04	1	1	page 85
WP-02	Hot Tub Water Care Log	04	1	2	page 86
MB-08	Meter Reading Log	05	1	1	page 104

Contractor and Tradesperson Log

Remember who did what, what it cost, and who was worth calling back — and have a dated record if a dispute ever starts.

Who came, what they did, what they charged, and whether you would have them back. Useful for the next job and essential if a dispute ever starts.

Property

Year

Date	Trade	Company & contact	Work done	Cost	Again?
		phone or email			Y / N

Filter Change Log

Stop measuring a clogged filter in a dark loft.

Every filter in the building on one sheet — heating, ventilation, water, extraction — with the size written down so you can reorder without taking the old one out first.

THE POINT OF THIS SHEET

Write the filter size and part number the first time you change one. Measuring a clogged filter in a dark loft is the single most avoidable job in home maintenance.

Filter / location	Size or part no.	Change interval	Last changed	Next due	Changed	Next due
	write it down once					

Filter Change Log

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Filter / location	Size or part no.	Change interval	Last changed	Next due	Changed	Next due
	write it down once					

Where spares are kept

Notes and anything specific to yours

Insurance Claim Evidence Log

Keep a claim's own timeline and costs written down as they happen, so a stalled or disputed claim has a dated record behind it rather than a memory of what was promised.

A dated record of an insurance claim in progress — what happened, who you spoke to, what was agreed and what it cost — kept from the day it happened rather than reconstructed when the claim stalls.

THIS DOES NOT TELL YOU WHAT IS COVERED

This sheet does not say what your policy covers or how a claim is assessed — those are set by your policy wording and your insurer, and they differ. It exists so the dates, names and figures are all in one place when you are asked for them, rather than relying on memory.

Property

Incident date

Incident type

Insurer

Policy number

Claim reference

CONTACT LOG every call, email or visit, in order

Date	Who — insurer, adjuster, contractor	Method	What was said or agreed	By whom

HVAC and Heat Pump Service Log

Separate the annual professional service from the filter changes you do yourself, and keep both on one sheet.

Service and filter record for air conditioning, heat pumps and ducted heating. Filters are the job people skip and the one that costs them the compressor.

Property / zone

System make & model

Indoor unit serial

Outdoor unit serial

Installed

Filter size

Filter interval

Refrigerant type

PROFESSIONAL SERVICE

Date	Engineer / company	Work carried out	Readings	Next due

FILTER CHANGES AND OWNER CHECKS

Water Heater Maintenance Log

Track the two jobs that decide how long a water heater lasts: flushing out sediment and replacing the sacrificial anode before it is gone.

Servicing and inspection record for a hot water cylinder, tank or tankless heater. Sediment flushing and anode replacement are the two jobs that decide how long it lasts.

Location

Make & model

Serial number

Capacity

Installed

Type

Anode type / last replaced

SERVICE RECORD

Date	Flushed	Anode checked	T&P valve tested	Temp. set to	Work / parts	By

Wood Burner and Fuel Log

See what a heating season actually costs and which supplier and which fuel behaved best, rather than remembering it vaguely by March.

What fuel came in, from whom, how much of it there was and what it cost — plus room to say how it burned. One line per delivery, bag or load.

FUEL RULES ARE LOCAL — CHECK YOURS

Which fuels may be burned, and where, is set locally: rules differ by country, region and sometimes by street, and they change. Check what applies where you live — this sheet records what you bought and burned, it does not tell you what to burn. Sweeping, flue condition and certificates belong on the Chimney Sweep and Stove Record, which is a separate sheet.

Property

Appliance

Heating season

Stove make & model

Fuel store / where kept

Date	Fuel	Supplier	Quantity	Moisture %	Cost	How it burned / notes
	as sold to you		load, bag, crate	if measured		

Septic Tank and Treatment Plant Log

Answer the two questions that always follow a septic problem: when was it last emptied, and by whom.

Emptying, inspection and maintenance record for a septic tank or package treatment plant. The two questions after a failure are always when it was last emptied and by whom.

LOCAL RULES VARY

Rules for septic systems differ sharply between countries, states and counties — emptying intervals, discharge rules and registration are all local. Check what applies where you are; this sheet records what you did, it does not tell you what is required.

Property

Tank capacity

Tank / access location

System type

Installed

Soakaway / drainage field location

Registration no. (if any)

EMPTYING AND INSPECTION

Date	Emptied / inspected	Contractor	Sludge depth or condition	Waste transfer note	Next due

Date	Emptied / inspected	Contractor	Sludge depth or condition	Waste transfer note	Next due

WARNING SIGNS TO RECORD

- ☐ Slow drains or gurgling throughout the property
- ☐ Standing water or lush growth over the drainage field
- ☐ Smell near the tank or the field
- ☐ Alarm sounding on a treatment plant
- ☐ Backing up after heavy rain

Notes and anything specific to yours

Private Well Water Test Log

See how a private supply changes over years rather than judging it from one test, and keep the maintenance record alongside the results.

Test results for a private water supply, kept in one place over the years so you can see change rather than a single snapshot.

WE RECORD RESULTS — WE DO NOT SET LIMITS

Which tests to run, how often, and what counts as a safe result are set by your local authority or health department, and they differ by region. Record your results here and read them against the guidance that applies where you live.

Property	Source type	Depth / details
Treatment fitted		Installed

TEST RESULTS

Date	Laboratory	Coliforms / E. coli	Nitrate	pH	Hardness	Iron / Mn	Other

Water Softener Log

Keep a softener actually working, rather than discovering months later that it ran out of salt and the limescale came back.

Salt, settings and servicing for a water softener — the appliance most often forgotten until the hardness comes back.

Make & model

Installed

Capacity

Incoming hardness

Set to

Salt type used

SALT AND SERVICE RECORD

Date	Salt added	Hardness tested	Regeneration checked	Service / parts	By

Sump Pump Test Log

Prove the pump still works before the water arrives, including the backup that nobody ever tests.

A test record for a sump pump. A pump that has not been tested since last winter is not a pump, it is a hope.

HOW TO USE THIS SHEET

- 1 Pour a bucket of water into the pit until the float lifts. The pump should start, clear the pit and stop cleanly.
- 2 Check the discharge actually runs outside and is not frozen, blocked or draining back.
- 3 Test the backup pump and its battery separately — that is the one that matters.

Location

Pump make & model

Installed

Backup type

Battery fitted

Date	Pump ran	Pit cleared	Discharge clear	Backup tested	Battery	Notes

Gutter Cleaning Log

Keep gutters on a schedule instead of clearing them after the damp appears, and record faults you spotted but did not fix.

When the gutters were last cleared, by whom, and what was found. Blocked gutters cause more damp than leaking roofs do.

Property

Gutter type / height

Date	Areas cleared	Condition / faults found	Cleared by	Cost

Smoke and CO Alarm Test Log

Prove the alarms were tested, and catch the thing most people miss: alarms have an expiry date, and a working test button does not mean a working sensor.

A test record for every smoke and carbon monoxide alarm in the building — where each one is, when it was tested, and when the unit itself expires.

ALARMS EXPIRE

Alarms have an end-of-life date, usually printed on the back, and a working test button does not mean a working sensor. Write the replace-by date in the register below the first time you take each one down.

Property

Year

ALARM REGISTER

one line per alarm — fill in once

No.	Location	Type	Power	Installed	Replace by
		smoke / heat / CO	mains / battery		on the unit

MONTHLY TEST RECORD

tick each alarm that sounded

Weekly Smoke Alarm Test Log

Give an interlinked or commercial alarm system tested every week its own year-long record, rather than squeezing a weekly habit into a sheet built for monthly testing.

A weekly test record for a smoke alarm system tested more often than once a month — common for interlinked and commercial systems in workplaces, shared housing and holiday lets — one tick a week across a full year.

FOR SYSTEMS TESTED WEEKLY, NOT MONTHLY

How often your alarms need testing is set by your manufacturer, your insurer, and in many workplaces and rented properties by local fire safety rules, and it differs by country and by alarm type. Use this sheet where weekly is what applies to you; for ordinary monthly domestic testing, use the Smoke and CO Alarm Test Log instead.

Property / premises

Alarm system covers

Year

WEEKLY TEST RECORD

Week starting	Tested	Tested by	Faults / notes
	Y / N		

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Fire Extinguisher Check Log

Keep a dated record of monthly visual checks, and separate them clearly from the professional servicing that premises usually also need.

A monthly visual check and service record for portable fire extinguishers, in a home, a workshop, a boat or a small premises.

VISUAL CHECK, NOT A FORMAL INSPECTION

This is an owner's visual check, not a formal inspection. Where extinguishers are part of a workplace or a let property, servicing by a competent person is usually required as well — check what applies to your premises and record it in the service table below.

Premises

Year

EXTINGUISHER REGISTER

No.	Location	Type	Size	Serial no.	Manufactured	Replace by
		type				

MONTHLY VISUAL CHECK gauge in the green · pin and seal intact · hose clear · no damage or corrosion · clearly visible

Month	1	2	3	4	5	6	7	Checked by	Faults / action

Fire Extinguisher Check Log

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Month	1	2	3	4	5	6	7	Checked by	Faults / action

PROFESSIONAL SERVICE RECORD

Date	Company	Units serviced	Next due	Cert. no.

Borehole and Private Supply Log

See what a private water supply is actually doing between samples, so a rising meter, a falling pressure or a lamp past its change date is caught from the log rather than from a dry tap.

A borehole, well or spring supply as a working system — what the meter and the pump are doing, how full the tank is, and whether the treatment is running — one row per check.

THE SUPPLY, NOT THE SAMPLE

Sample results belong on the Well Water Test Log. This sheet is the supply itself — volume drawn, pump, pressure, tank and treatment — because a run of meter readings shows a leak or a failing pump long before a test would.

Supply / property _____ Source ref _____ Pump make & model _____ Tank capacity _____ Treatment fitted _____

CONSUMABLES AND LAMP CHANGES one row each time something is replaced

Date	Item replaced	Part / lamp ref	Hours or reading at change	Next due (supplier's figure)	By
	filter, UV lamp, dosing refill				

SUPPLY LOG runs on to the back

Date	Meter reading	Used since last	Pump hours	Pressure gauge	Tank level	Treatment running	Taste / odour / colour	Initials
			if metered	as read		UV / filter / dosing	as found at the tap	

Pool Chemical and Maintenance Log

Track water chemistry as a trend, so you can correct a drift early instead of chasing a problem after it appears.

A daily and weekly water chemistry record for a swimming pool, so you can see a trend forming instead of reacting to a problem.

WE RECORD READINGS, WE DO NOT SET TARGETS

Target ranges depend on your pool's surface, sanitiser and local rules, and they are set by your test kit's instructions or your local authority — not by us. Record what you measure here and compare it against the guidance that applies to your pool.

Pool

Volume

Sanitiser type

Surface / liner

Filter type

Season

Date	Time	Free Cl	Total Cl	pH	Alk.	Cal. hard.	CYA	Temp	Chemicals added

Pool Chemical and Maintenance Log

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Date	Time	Free Cl	Total Cl	pH	Alk.	Cal. hard.	CYA	Temp	Chemicals added

WEEKLY PLANT MAINTENANCE

Date	Backwashed	Baskets emptied	Brushed / vacuumed	Filter pressure	Notes

Pool Equipment Service Log

Track the equipment as machinery with its own service history, rather than mixing pump seals and heater faults in with water chemistry.

The pump, filter, heater and chlorinator as machines — identified once, then a running log of servicing, parts and repairs, separate from the water chemistry.

EQUIPMENT, NOT CHEMISTRY

This sheet tracks the equipment, not the water. Chemistry readings and backwashing belong on the Pool Chemical and Maintenance Log; this is where the pump gets a new seal or the heater gets serviced.

Pool / property

Pool volume

Sanitiser system

EQUIPMENT IDENTIFICATION

fill in once per item, from the rating plate

Item	Make & model	Serial no.	Installed	Runs at (hrs/day)
pump, filter, heater, chlorinator				if known

SERVICE AND REPAIR LOG

Date	Item	Work done	Parts used	Cost	Done by

Hot Tub Water Care Log

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Date	Sanitiser	pH	Alkalinity	Hardness	Temp	Chemicals added	By

FILTER AND DRAIN RECORD

Date	Filter rinsed	Filter deep-cleaned	Filter replaced	Drained & refilled	Notes

