

# Home Maintenance Schedule

| Quarterly                           |  | Date last completed |
|-------------------------------------|--|---------------------|
| <b>Plumbing</b>                     |  |                     |
| Faucets and shower heads            | Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.   |                     |
| Drains                              | Clean with baking soda. Pour water down unused drains.   |                     |
| Pipes                               | Inspect visible pipes for leaks.   |                     |
| Kitchen and bathroom cabinets       | Check under and around for leaks.  |                     |
| Toilets                             | Check for stability and leaks.   |                     |
| Water heater                        | Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.   |                     |
| <b>Interior</b>                     |  |                     |
| Wood cabinets and trim              | Apply a wood protectant.   |                     |
| Interior doors                      | Lubricate hinges.  |                     |
| Garage door                         | Lubricate hardware. Inspect mechanism for free travel.   |                     |
| Window and door tracks              | Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.   |                     |
| Basement or crawl space             | Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.  |                     |
| Ceramic tile                        | Check and clean grout.   |                     |
| <b>Electrical and appliances</b>    |  |                     |
| Heating and cooling systems         | Clean and replace filters if necessary.  |                     |
| Kitchen exhaust fan                 | Remove and clean the filter. Clean accumulated grease deposits from the fan housing.   |                     |
| Refrigerator                        | Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.   |                     |
| Dishwasher                          | Check for leaks.   |                     |
| Wiring, electrical cords, and plugs | Check for wear or damage. Replace if necessary.  |                     |
| Smoke detector                      | Test for proper operation and replace batteries if necessary.  |                     |
| GFI outlets                         | Test for proper operation.   |                     |
| <b>Exterior</b>                     |  |                     |
| Foundation                          | Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.   |                     |
| Landscaping                         | Check for proper drainage.   |                     |
| Concrete and asphalt                | Clean oil and grease.  |                     |
| <b>Fall</b>                         |  | Date last completed |
| <b>Plumbing</b>                     |  |                     |
| Plumbing shut-off valves            | Inspect for proper operation.  |                     |
| Outside faucets                     | Drain.   |                     |
| Water heater                        | Flush out hot water to remove accumulated sediment.  |                     |
| Faucet aerators                     | Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.                                  |                     |
| <b>Interior</b>                     |  |                     |
| Attic                               | Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.                                   |                     |
| Countertops                         | Inspect for separations at sinks and backsplash. Recaulk where required.   |                     |
| Tiled areas                         | Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.   |                     |
| Shower doors/tub enclosures         | Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.  |                     |
| Weather stripping                   | Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.  |                     |
| Sectional garage doors              | Adjust the travel and tension.   |                     |
| Fireplace                           | Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.  |                     |
| <b>Electrical and appliances</b>    |  |                     |
| Heating system                      | Service heating system and heat pump.  |                     |
| Cooling system                      | Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.                                      |                     |
| Refrigerator coils                  | Clean.   |                     |
| Combustible appliances              | Inspect and service if necessary.  |                     |
| <b>Exterior</b>                     |  |                     |
| Roof                                | Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.       |                     |
| Chimney                             | Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.  |                     |
| Gutters and downspouts              | Clean and check for leaks, misalignment, or damage.  |                     |
| Exterior walls                      | Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.   |                     |
| Landscaping                         | Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.                        |                     |
| Concrete and asphalt                | Check for cracks or deterioration. Reseal or repair if necessary.  |                     |
| Septic system                       | Examine septic system drain field for flooding and odor. Have tank pumped yearly.  |                     |
| Lawn and patio furniture            | Clean and store or cover with weatherproof material.   |                     |
| <b>Spring</b>                       |  | Date last completed |
| <b>Plumbing</b>                     |  |                     |
| Water heater                        | Flush out hot water to remove accumulated sediment.  |                     |
| <b>Interior</b>                     |  |                     |
| Attic                               | Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.                                   |                     |
| Countertops                         | Inspect for separations at sinks and backsplash. Recaulk where required.   |                     |
| Tiled areas                         | Inspect for loose or missing grout or caulking. Regrout or recaulk if necessary.   |                     |
| Shower doors/tub enclosures         | Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.  |                     |
| Weather stripping                   | Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.  |                     |
| <b>Electrical and appliances</b>    |  |                     |
| Heating and cooling system          | General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.                       |                     |
| Circuit breakers                    | Exercise.  |                     |
| Refrigerator                        | Clean coils.   |                     |
| <b>Exterior</b>                     |  |                     |
| Decks                               | Scrub mildewed areas and treat for water stains, mildew, and fungus.   |                     |
| Roof                                | Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks. |                     |
| Chimney                             | Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.  |                     |
| Gutters and downspouts              | Clean and check for leaks, misalignment, or damage.  |                     |
| Windows                             | Clean.   |                     |
| Exterior walls                      | Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.   |                     |
| Landscaping                         | Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.                        |                     |
| Concrete and asphalt                | Check for cracks or deterioration. Reseal or repair if necessary.  |                     |