

Home Maintenance Checklist

Maintenance Tips:	Monthly Activity					
Test GFCI Outlets and Circuit Breakers	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Test by triggering the test button on the breakers. Ground fault circuit interrupters (GFCI) can be found on the kitchen or bathroom electrical outlets or in the main circuit breaker box 					
Test Smoke Alarms	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Press buttons on smoke alarms to insure proper function 					
Inspect Hot Water Heater	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Check for rust stains or water on, around or under hot water heater. This can indicate a leaking valve that requires replacement by a plumber. • Refer to water heater exterior for maintenance instructions 					
Check Frost Free Refrigerator Drain Pipe	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Remove tray from the bottom of the refrigerator that collects the condensation. Empty and wash in soap and water. It is a good idea to watch the water level in the tray; it normally evaporates as quickly as it accumulates. A tray that fills with water might indicate the refrigerator needs adjustment 					
Inspect Dishwasher for Leaks	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Remove the access panel at the bottom front of the dishwasher and check for any water. Any sign of water signals a problem that requires repair by a plumber. 					
Clean Kitchen Exhaust Filters	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Remove the filters from the exhaust fans and clean with soap and water or in the dishwasher. Filters can accumulate grease, decreasing their efficiency. <i>**Grease in a range hood can accelerate a kitchen fire</i> 					
Check Heating System Air Filters	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	June <input type="checkbox"/>
	July <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
	<ul style="list-style-type: none"> • Inspect the air filter for accumulated dust and dirt that make the heating unit work harder. Replace or clean the filter as needed • Refer to Your Furnace Manual 					

Maintenance Tips:	Monthly Activity (Continued)					
<p>Check Sinks and Drains</p>	<p>Jan <input type="checkbox"/></p> <p>July <input type="checkbox"/></p>	<p>Feb <input type="checkbox"/></p> <p>Aug <input type="checkbox"/></p>	<p>Mar <input type="checkbox"/></p> <p>Sep <input type="checkbox"/></p>	<p>Apr <input type="checkbox"/></p> <p>Oct <input type="checkbox"/></p>	<p>May <input type="checkbox"/></p> <p>Nov <input type="checkbox"/></p>	<p>June <input type="checkbox"/></p> <p>Dec <input type="checkbox"/></p>
<p>Check Heat Registers</p>	<p>Jan <input type="checkbox"/></p> <p>July <input type="checkbox"/></p>	<p>Feb <input type="checkbox"/></p> <p>Aug <input type="checkbox"/></p>	<p>Mar <input type="checkbox"/></p> <p>Sep <input type="checkbox"/></p>	<p>Apr <input type="checkbox"/></p> <p>Oct <input type="checkbox"/></p>	<p>May <input type="checkbox"/></p> <p>Nov <input type="checkbox"/></p>	<p>June <input type="checkbox"/></p> <p>Dec <input type="checkbox"/></p>
<p>Check Interior Mechanical Ventilation Systems</p>	<p>Jan <input type="checkbox"/></p> <p>July <input type="checkbox"/></p>	<p>Feb <input type="checkbox"/></p> <p>Aug <input type="checkbox"/></p>	<p>Mar <input type="checkbox"/></p> <p>Sep <input type="checkbox"/></p>	<p>Apr <input type="checkbox"/></p> <p>Oct <input type="checkbox"/></p>	<p>May <input type="checkbox"/></p> <p>Nov <input type="checkbox"/></p>	<p>June <input type="checkbox"/></p> <p>Dec <input type="checkbox"/></p>

Maintenance Tips:	Seasonal Activity	
<p>Rake Leaves and Debris Away from House and Check the Foundation</p>	<p>Spring <input type="checkbox"/></p>	<p>Fall <input type="checkbox"/></p>
<p>Check Roof Penetrations for Leaks</p>	<p>Spring <input type="checkbox"/></p>	<p>Fall <input type="checkbox"/></p>
<p>Inspect the Furnace</p>	<p>Spring <input type="checkbox"/></p>	<p>Fall <input type="checkbox"/></p>

Maintenance Tips	Seasonal Activity (Continued)
Clean out Gutters	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Remove debris from gutters and clean the screens that lead to the downspouts. Accumulation can lead to overflow and decay Check the joints in the gutters for cracks and repair as needed <p>See Exterior Maintenance Manual</p>
Inspect Weather Stripping	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Check the weather stripping around doors and windows for proper seal. Replace any stripping that is hard or broken or that fails to seal
Drain and Close Exterior Faucets in the Fall. Open them in the Spring	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Remove hoses from exterior faucets before cold weather to prevent freezing and damage to the pipes. Cover exposed spigots with weatherproof enclosure
Clean Mildewed Areas of the House Exterior	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Remove dirt and mildew from exterior surfaces. Mildew can deteriorate paint and wood leading to rot. See Exterior Maintenance Manual
Check & Repair caulk Around Exterior Surfaces	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Check around windows and doors to make sure the caulking seals are secure. Remove and replace loose caulking. See Exterior Maintenance Manual
Check & Repair Caulk and Mortar at Masonry Surfaces	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Check and repair missing mortar at exterior masonry Check and repair failed caulking at perimeter of exterior masonry See Exterior Maintenance Manual
Inspect Exterior Paint	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Check for peeling, flaking paint at siding and trim. Properly repair surface and repaint these areas See Exterior Maintenance Manual
Check Landscape Irrigation System	<p>Spring <input type="checkbox"/> Fall <input type="checkbox"/></p> <ul style="list-style-type: none"> Adjust as needed to insure sprinkler heads are not spraying water directly on the home. Eliminate any puddles at foundation. Fill areas as needed Winterize/Shutdown irrigation in the fall. And charge/start in the spring (if area not maintained by the HOA)

Maintenance Tips:	Annual Activity
<ul style="list-style-type: none"> Clean and Seal Tile Grout in the Bathrooms 	<ul style="list-style-type: none"> Clean the grout between bathroom tiles and seal to maintain waterproofing. Silicone sealing is available that can be applied annually
<ul style="list-style-type: none"> Inspect Plumbing and Shutoff Valves 	<ul style="list-style-type: none"> Check the shutoff valves for leaks or corrosion. The valves can be turned a quarter to a half turn (to prevent from sticking)
<ul style="list-style-type: none"> Inspect Toilets for Rocking 	<ul style="list-style-type: none"> Check toilets for rocking indicating a loose seal. Flange bolts at the sides of the toilet can be gently tightened to improve the seal
<ul style="list-style-type: none"> Exercise Circuit Breakers 	<ul style="list-style-type: none"> Exercise (open and close) circuit breakers to prevent sticking
<ul style="list-style-type: none"> Vacuum Smoke Alarms 	<ul style="list-style-type: none"> Vacuum dust from smoke alarms to insure proper operation Replace batteries on all alarms that are battery powered
<ul style="list-style-type: none"> Vacuum Heating Registers, and Vents 	<ul style="list-style-type: none"> Vacuum heating vents and registers to eliminate dust and improve air flow