



Home Maintenance Guidelines

	Spring	Fall	Annually	Monthly	As Needed
Foundation & Masonry:					
Check foundation/retaining walls for cracks, heaving, crumbling or missing mortar			X		
Check garage floors, basement floor, etc, for cracks or heaving			X		
Monitor foundation for increase in size of previously noted cracks			X		
Have chimney inspected for loose bricks/stones/mortar, deteriorating joints, deteriorated caps			X		
Maintain grading sloped away from foundation walls, and clean/test catch basins or drains			X		
Keep under-floor crawlspace vents open as weather and climate permit					X
Inspect stucco walls for cracking and separating			X		
Check all walls for indications of settling, cracking, etc.	X	X			
Roofs & Gutters:					
Check roof for wear, such as damaged, loose or missing shingles, blisters	X	X			
Check flat roofs for bubbles, blisters, flashing, and gravel erosion	X	X			
Cut back tree limbs growing close to or touching roof		X			X
Check fascias and soffits for paint flaking, leakage, damage, and decay	X				
Check flashings around roof stacks, vents, skylights and chimneys as sources of leakage	X	X			
Check vents, louvers, soffits, and chimneys for bird's nests, squirrels and insects	X	X			
Check antenna/satellite supports for sturdiness and possible sources of leakage		X			
Check gutters and downspouts for blockage, leakage, damage, and areas requiring re-securing or re-sloping. Be sure downspouts direct water away from foundation	X	X			
Check downspout seams for splitting	X	X			
Clean gutters, leaders, strainers, window wells, drains, etc.	X	X			X

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Exterior:					
Check painted surfaces for paint flaking or paint failure	X				
Check siding and trim for damage, looseness, warping, and decay	X				
Check exterior masonry walls for cracks, looseness, missing or broken mortar	X				
Cut back and trim shrubs away from exterior walls		X			X
Check walls for rotted, loose, or damaged siding, boards, caulking, and wood	X	X			
Check retaining walls/decks/docks for evidence of movement	X	X			
Scrub mildewed areas of house exterior	X	X			X
Check porches and decks for rot and insect infestation	X	X			
Check to make sure steps and railings are secure				X	
Check steps, walks, patios, driveways, etc, for cracks or heaving	X				
Doors & Windows:					
Check caulking for decay around doors, windows, corner boards and joints	X	X			
Check glazing putty around windows		X			
Check weather-stripping		X			
Check garage doors and safety/reversing devices on openers for proper safe operation				X	
Check all hardware on windows and doors, especially locks	X	X			
Replace any cracked windows					X
Inspect and repair screens			X		X
Inspect windows for emergency exit access				X	

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Attics:					
Check underside of roof sheathing for water stains, leaks, dampness and condensation, particularly in attics and around chimneys	X				
Inspect rafters in attic for rot and movement	X				
Check to make sure insulation is not wet	X	X			
Check to make sure attic vents/louvers are not obstructed (sometimes from bird nests)	X	X			
Electrical:					
Trip circuit breakers				X	
Test/trip ground fault circuit interrupter electrical (GFCI) outlets/breakers				X	
Overhead leading to out buildings should be inspected	X				
Check condition of lamp cords, appliance cords, extension cords, and plugs. Replace at first sign of wear and damage	X	X			X
Check exposed wiring and cable for wear or damage	X	X			
Check panel for rust or water marks indicating moisture penetration				X	
Keep the area around panel clear of storage				X	
Make sure exterior outlets have proper covers				X	
Mark and label each circuit					X
If fuses blow or breakers trip frequently, have a licensed electrician determine the cause					X
If you experience slight tingling shocks from handling or touching any appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliance goes on and off unnecessarily, call a licensed electrician					X
If panel/breaker is warm to touch or smells burnt, call a licensed electrician					X
Have licensed electrician tighten wire connections inside panel					X
Tighten loose outlets and switches					X

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Plumbing:					
Check faucets, hose bibbs, and valves for leakage		X			
Drain exterior water lines, hose bibbs, sprinklers, and pool equipment		X			
Make sure waterlines and hose bibbs are protected from freezing temperatures		X			
Check for leaks at sinks and house traps and sewer cleanouts	X	X			
Check toilets to ensure they are secured to the floor	X	X			
Open safety valve at top of hot water tank to test operation (per mfr instructions)				X	
Draw off sediment in water heaters per manufacturer's instructions				X	
Check sludge level in septic tank. Have professional cleaning/pumping if needed			X		
Pour water down any unused drains monthly				X	
Inspect well equipment	X	X			
Heating & Cooling:					
Change or clean furnace filters, air conditioning filters, electronic filters				X	
Clean and service humidifier, if installed	X	X			
Have gas and oil burning equipment serviced		X			
Clean around heating and cooling equipment, removing leaves, dust, overgrown shrubbery and debris. Be sure power is off!	X	X			
On steam systems, "blow off" or drain low water cut-off per manufacturer's instructions or instruction tag					X
Inspect radiators and convectors for leakage		X			
Inspect all interior components for proper operation and that no connections are loose or burned	X				
Check the refrigerant lines for damaged, missing or loose insulation	X				
Check to make sure outdoor coils are clean	X				
Remove cover from thermostat and clean	X				
Wood stove chimneys and flues should be checked for build-up and cleaned		X			

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Interior:					
Check bathroom tile joints, tub grouting, and caulking. Be sure all tile joints in bathrooms are kept well sealed with tile grout to prevent damage to walls, floors and ceilings below			X		
Check wall and ceiling surface cracks for evidence of significant movement			X		
Check smoke alarms and carbon monoxide detectors, clean as needed and change batteries	X	X			
Change locks on doors					X
Install and re-secure door stops			X		
Inspect fire extinguisher	X	X			
Kitchen:					
Clean frost free refrigerator pans	X	X			
Empty ice cube collection tray and clean				X	
Inspect dishwasher for leaks		X			
Clean exhaust fan filters		X			
Check/adjust garbage disposer				X	
ALWAYS know the location of:					
The main water shut off valve					
The main electrical disconnect or breaker					
The main emergency shut off switch for heating fuel					
All fire extinguishers					
The main drain line cleanout					

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