

HOME MAINTENANCE CHECKLIST

These are only a few suggested tests and maintenance for your home. These are not all inclusive.

SAFETY TESTS



MONTHLY

- Test smoke alarms and carbon monoxide detectors.
- Test Ground Fault Circuit Interrupt (GFCI) receptacles and GFCI circuit breakers.
- Inspect and test automatic garage door opener auto-reverse mechanism and other safety features.
- Perform a general inspection of the heating and air unit and water heater.

INTERIOR MAINTENANCE



MONTHLY

- Check and replace furnace air filter.
- Inspect the foundation, pipes, vents, and ducts.
- Pour water down unused drains.
- Grind ice cubes in garbage disposal.
- Inspect dishwasher for leaks.
- Inspect and clean faucet aerators and showerheads.
- Clean frost-free refrigerator drain pan.
- Clean kitchen exhaust fan filters.

INTERIOR MAINTENANCE



ANNUALLY

- General furnace inspection: look for rust and/or scaling on heat exchanger; check for the proper color flame; note odd noises or sounds; check venting pipes for operation and condition.
- Test for proper draft at furnace and/or water heater diverter; examine flue for leaks, rust and damage.
- Examine and test pressure relief valve on the water heater; check for leaking.
- If heat is supplied by a hot water boiler system: check water pressure; drain expansion tank; bleed radiators.
- Arrange for regular servicing and cleaning of furnace.
- Inspect and operate plumbing shutoff valves.
- Inspect fireplace firebrick and mortar for cracks and deterioration.
- Inspect fireplace flue for creosote buildup.
- Inspect toilets for stability.
- Clean and seal tile grout.
- Vacuum smoke alarms, refrigerator coils, heat registers and vents.
- Drain 1 to 2 gallons of water from the water heater.

EXTERIOR MAINTENANCE



Spring and Fall

- ❑ Clean Debris out of all gutters; ensure downspout traps are free of obstruction.
- ❑ Inspect all exterior siding and trim wood. Re-caulk all open joints, holes, etc. Paint all areas that show exposed wood or are in need.
- ❑ Inspect gutters, downspouts, and roof projections for leaks, and repair as necessary.
- ❑ Treat wood gutters with wood preserving agent (usually in the fall).
- ❑ Trim trees or shrubs that touch building structures or overhead electrical lines.
- ❑ Inspect and lubricate windows; inspect and repair window glazing. Caulk all areas around windows as needed.
- ❑ Inspect and clean storm window weep holes.
- ❑ Inspect and replace weather stripping.
- ❑ Clean debris away from the house and other structures, under decks, porches, and from basement window wells.
- ❑ Clean gaps between deck boards, particularly above joists.
- ❑ Clean around air conditioner compressor.
- ❑ Scrub mildewed areas of house and other structures' siding.
- ❑ Note any cracks in the foundation, brick, or stucco. Also note any loose or missing mortar joints between bricks/stone.
- ❑ Open hose bibs in the spring; close and drain them in the fall.
- ❑ Check septic system drain (leach) field for flooding or odors.
- ❑ Asphalt driveways should be resealed when water begins to soak into the surface. Look for water to bead up on the surface.
- ❑ If you have a flat or slightly pitched roof with a membrane covering, such as rubber, inspect it once a year. Look for open seams, bubbles, blisters, wrinkles, cuts and/or open gaps.

Preventive home maintenance will go a long way toward preserving the beauty and value of your home. The result is a safer and healthier living environment.

Following these tips and suggestions will not eliminate normal repair and upkeep, but will help keep your home comfortable and enjoyable. The key is to know your home and watch and listen for changes.

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