

Home Maintenance Checklist

Below are just a few of the preventative maintenance services that should be done on a regular basis. The homeowner can also take part in protecting their greatest investment.

MONTHLY

- Fire Extinguisher: Check that it's fully charged; recharge or replace if needed.
- Sink/Tub Stoppers and Drain Holes: Clean out debris.
- Garbage Disposal: Flush with hot water and baking soda.
- Water Softener: Check water softener salt drum and replenish salt if necessary.
- Forced-Air Heating System: Change filters once a month if user's manual recommends fiberglass filters.

EVERY 2 MONTHS

- Wall Furnace: Clean grills.
- Range Hood: Clean grease filter.

EVERY 3 MONTHS

- Faucet: Clean aerator.
- Tub Drain Assembly: Clean out debris; inspect rubber seal and replace if needed.
- Floor and Outdoor Drain Grates: Clean out debris.

EVERY 6 MONTHS

- Smoke Detector: Test batteries and replace if needed.
- Toilet: Check for leaks and water run-on.
- Interior Caulking: Inspect caulking around tubs, showers, and sinks; replace any if it is deteriorating.
- Forced-Air Heating System: Change semi-annually if user's manual recommends high efficiency pleated or HEPA-style filters.
- Garbage Disposal: Tighten drain connections and fasteners.
- Clothes Washer: Clean water inlet filters; check hoses and replace them if they are leaking.
- Clothes Dryer: Vacuum lint from ducts and surrounding areas.
- Wiring: Check for frayed cords and wires; repair or replace them as needed.
- Range Hood: Wash fan blades and housing.

EVERY SPRING

- Roof: Inspect roof surface, flashing, eaves, and soffits; repair if needed.
- Gutters and Downspouts: Clean them out or install no-clean version. Inspect and repair weak areas; check for proper drainage and make repairs if needed.
- Siding: Inspect and clean siding and repair if needed.
- Exterior Caulking: Inspect caulking and replace any that is deteriorating.
- Windowsills, Doorsills, Thresholds: Fill cracks, caulk edges, repaint; replace if needed.
- Window and Door Screens: Clean screening and repair or replace if needed; tighten or repair any loose or damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.

EVERY FALL

- Roof: Inspect roof surface, flashing, eaves, and soffits; repair if needed.
- Gutters and Downspouts: Clean out. Inspect and repair weak points; check for proper slope.
- Chimney or Stovepipe: Clean flue (more frequently if needed); repair any cracks in flue or any loose or crumbling mortar.
- Siding: Inspect and clean siding and repair if needed.
- Exterior Caulking: Inspect caulking and replace any that is deteriorating.
- Storm Windows and Doors: Replace any cracked or broken glass; tighten or repair any loose or damaged frames and repaint if needed. Replace damaged hardware; tighten and lubricate door hinges and closers.
- Window and Door Weather Stripping: Inspect and repair or replace if it is deteriorating or if it does not seal.
- Thermostat: Clean heat sensor, contact points, and contacts; check accuracy and replace thermostat if it is not functioning properly.
- Outdoor Faucets: If you live in an area with freezing winters, shut off valves to outdoor faucets. Open spigots and drain, store hoses.

ANNUALLY

- Septic Tank: Have a professional check the tank (watch for backup throughout the year). In many areas, it is recommended that the tank be pumped every year.
- Main Cleanout Drain: Have a "roofer" professional clean out the main line, particularly if there are mature trees in your yard whose roots could have cracked the pipe in their search for moisture.
- Water Heater: Drain water until it is clear of sediment; test temperature pressure relief valve; clean burner and ports (gas heater).
- HVAC System: Have a professional tune up your heat/air conditioning system.