



## HOME MAINTENANCE CHECKLIST

| Inspect-It in the WINTER |  |          |
|--------------------------|--|----------|
| DATE                     | ITEM TO BE MAINTAINED  | COMMENTS |
|                          | TIGHTEN & LUBRICATE GARAGE DOOR COMPONENTS                             |          |
|                          | CHECK & CLEAN ALL INDOOR APPLIANCES                                    |          |
|                          | CLEAN OR REPLACE CLOTHES DRYER VENT HOSE                               |          |
|                          | CHECK INVENTORY OF BATTERIES FOR FLASHLIGHTS                           |          |
|                          | TEST SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR OPERATION             |          |
|                          | CHECK LAMP AND APPLIANCE CORDS FOR DAMAGE AND WEAR                     |          |
|                          | VERIFY OPERATION OF BOTH GFCI'S & AFCI'S*                              |          |
|                          | CHECK AND CLEAN ALL TILE JOINTS, ENSURE ADEQUATE GROUT AND NO OPENINGS |          |
|                          | CHECK FOR LEAKS AT ALL INTERIOR FAUCETS, INCLUDING UNDER SINKS         |          |

| Inspect-It in the SPRING |  |          |
|--------------------------|--|----------|
| DATE                     | ITEM TO BE MAINTAINED  | COMMENTS |
|                          | CHECK OPERATION OF DETECTORS AND REPLACE BATTERIES               |          |
|                          | CHECK LIGHT BULBS & SWITCHES                                     |          |
|                          | CLEAN DEBRIS OFF ROOF  |          |
|                          | CLEAN GUTTERS & DOWNSPOUTS                                       |          |
|                          | CLEAN WALKS AND DRIVEWAY   |          |
|                          | DRAIN WATER HEATER AND REFILL PER MANUFACTURER'S RECOMMENDATIONS |          |
|                          | ENSURE DOWNSPOUTS ARE ROUTED AWAY FROM FOUNDATION                |          |
|                          | FERTILIZE LAWNS AS NEEDED  |          |
|                          | HVAC SYSTEM CLEANED AND INSPECTED                                |          |
|                          | PAINT TRIM   |          |
|                          | PREPARE HOSE BIBS FOR USE  |          |
|                          | SEAL GUTTER SEAMS  |          |
|                          | TRIM BUSHES & TREES  |          |
|                          | ATTIC & FOUNDATION VENT SCREENS FOR DAMAGE                       |          |

| Inspect-It in the SUMMER |   |          |
|--------------------------|---|----------|
| DATE                     | ITEM TO BE MAINTAINED                                 | COMMENTS |
|                          | DOORS & WINDOWS FOR CRACKED AND MISSING COMPONENTS    |          |
|                          | DOORS FOR CRACKED WEATHERSTRIPPING                    |          |
|                          | APPLIANCE HOSE & DRAIN LINES, VENTS & EXHAUST SYSTEMS |          |
|                          | CLEAN & LUBRICATE ALL WINDOWS & DORS                  |          |
|                          | CLEAN SLIDING GLASS DOOR AND TRACKS                   |          |
|                          | WEEDS REMOVED OR SPRAYED ON LAWNS                     |          |
|                          | FERTILIZE LAWNS AGAINST PESTS                         |          |

| Inspect-It in the FALL |   |          |
|------------------------|---|----------|
| DATE                   | ITEM TO BE MAINTAINED   | COMMENTS |
|                        | CHECK OPERATION OF DETECTORS AND REPLACE BATTERIES                        |          |
|                        | CHECK FOUNDATION FOR CRACKS AND SETTLEMENT AND REPAIR                     |          |
|                        | CHECK ROOFING MATERIALS TO ENSURE THEY ARE SECURE AND WATERTIGHT          |          |
|                        | SOFFIT, FASCIA MAINTENANCE  |          |
|                        | DRAIN IRRIGATION SYSTEM AND SHUT OFF TIMERS                               |          |
|                        | CLEAN WINDOWS   |          |
|                        | CLEAN SLIDING GLASS DOOR TRACKS (AND LOCKS) & LUBRICATE                   |          |
|                        |   |          |
|                        | HVAC SYSTEM CLEANED AND INSPECTED   |          |
|                        | ASK CHIMNEYSWEEP TO CLEAN & INSPECT FLUE AND MAKE SURE RAIN CAP IS SECURE |          |
|                        | CHECK ALL DOORS AND WINDOWS FOR PROPER WEATHERSTRIPPING                   |          |

|  |   |  |
|--|---|--|
|  | CLEAN & LUBRICATE ALL DOOR & WINDOWS                          |  |
|  | CHECK APPLIANCE HOSE & DRAIN LINES                            |  |
|  | CHECK DRAINS, DRAIN WASTE VENTS & EXHAUST SYSTEMS             |  |
|  | PERFORM GARAGE DOOR MAINTENANCE                               |  |
|  | POWERWASH DRIVEWAY, PATIO AND DECKS                           |  |
|  | CHECK GUTTERS & DOWNSPOUTS FOR LEAKS AND ROUTE AWAY FROM HOME |  |
|  |   |  |

### Inspect-It MONTHLY

| DATE | ITEM TO BE MAINTAINED   | COMMENTS |
|------|---|----------|
|      | WATER HEATER FOR LEAKS AND CORROSION  |          |
|      | GARAGE DOOR OPENERS FOR PROPER OPERATION, INCLUDING SENSORS & WOOD BLOCK REVERSAL |          |
|      | DOOR AND WINDOW OPERATION   |          |
|      | ROOF FOR DAMAGED MATERIALS  |          |
|      | DOWNSPOUTS FOR PROPER ROUTING AWAY FROM FOUNDATION                                |          |
|      | BUSH AND TREE TRIMMING  |          |
|      | LANDSCAPING AROUND COOLING & HEAT PUMP UNITS                                      |          |
|      | FIREPLACE DAMPERS   |          |
|      | DRAINS  |          |
|      | LEAKY FAUCETS   |          |
|      | LOW VOLTAGE LANDSCAPE LIGHTING  |          |
|      | REVERSE OSMOSIS AND/OR WATER SOFTENING SYSTEMS                                    |          |
|      | HVAC FILTERS  |          |
|      | SUMP PUMP, SEWAGE EJECTOR PUMP AND ANY BATTERY BACK-UP SYSTEMS                    |          |

### Inspect-It & Know Where To Find It

| DATE | ITEM TO BE MAINTAINED  |  |
|------|--|--|
|      | GAS, ELECTRIC, WATER SUPPLY SHUT-OFF VALVES; SHUT-OFFS FOR HVAC COMPONENTS |  |
|      | GFCI* RECEPTACLE'S TEST BUTTONS  |  |
|      | MAIN SERVICE ELECTRIC PANEL - ALL BREAKERS LABELED?                        |  |
|      | EMERGENCY EGRESS KEYS IF NECESSARY   |  |
|      | SUMP PUMP BATTERY BACK-UP SYSTEM   |  |

*\*GFCI: Ground Fault Circuit Interrupter, AFCI: Arc Fault Circuit Interrupter*

The Inspect-It 1st Home Maintenance Checklist is intended to help the homeowner stay on top of common home maintenance concerns. It is not intended to replace any instructions provided by product manufacturer or home builder recommendations. We recommend you always consult a certified and trained professional to ensure the job is done to local codes and specifications.