



## Home Maintenance

The following is a list of service requirements by the calendar which should be performed at recommended intervals by all homeowners. It would be wise to perform all these services and/or maintenance procedures before any pending sale and/or Home Inspection.

### Monthly

- **Fire and smoke alarms:** Test alarm.
- **Fire extinguishers:** Check pressure; service as needed.
- **Carbon monoxide alarm:** Test alarm, and check reading. Be aware, *the average life span for many CO alarms is about 2 years.*
- **Heating/Cooling system:** Check and change or wash filter (unless it is a special type); check condensate drain to make sure it is clear and draining.
- **Shower and tub drains:** Clear out hair and other debris.
- **GFCI:** Test GFCI (ground fault circuit interrupter) outlets and breakers.
- **Plumbing:** Check for any leaks at fixtures, traps and piping.
- **Water softener:** Check salt supply.
- **Clothes dryer:** Clean lint from filter (after every use) and check duct for lint.
- **Garage door operator:** Test auto-reverse safety feature.

### Spring

- **Air Conditioning/Heat Pump:** Schedule professional service. Check that the unit is level and clean and has proper clearance.
- **Gutters, downspouts:** Clean gutters, and make sure downspouts are attached and extended.
- **Roof:** Inspect for damage. Trim trees if needed.
- **Roof vents:** Inspect for damage or bird nests.
- **Chimney:** Inspect for damage to cap, flashing and masonry.
- **Exterior, general:** Check condition of paint, caulk and putty.
- **Weatherstripping:** Check and repair weatherstripping on windows and doors.
- **Attic:** Check for signs of leaks, mildew, and condensation.
- **Crawl space:** Check for adequate ventilation to remove excess moisture.
- **Clothes dryer:** Clean lint from duct and from unit per manufacturer's instructions.
- **Refrigerator:** Clean coil, clean drain pan, and check drain.
- **Range hood:** Clean filter, wash fan blades.
- **Bathroom exhaust fans:** Clean grill and fan.
- **Bathroom tile:** Check grout, caulk and tile for damage.
- **Water heater:** Draw sediment from tank as needed.
- **Sprinklers, irrigation:** Service and start system.
- **Decks:** Clean and seal as needed.

### Summer

- **Air Conditioning/Heat Pump:** Keep bushes and plant material clear of unit. Maintain air conditioner's filter on furnace. Keep drain lines clear.
- **Gutters, downspouts:** Clean gutters, and make sure downspouts are attached and extended.
- **Exterior:** Complete any major paint, putty, wood repair and caulking projects.
- **Fireplace:** Schedule professional cleaning and service as needed.
- **Chimney and roof:** Schedule professional service as needed.
- **Exterior metal:** Check metal railings. Paint as needed.

### Fall

- **Gas Furnace/Heat Pump:** Schedule professional service.
- **Water heater:** Service gas and oil water heaters. Draw sediment from tank as needed. Check for carbon monoxide.
- **Gutters, downspouts:** Clean gutters, and make sure downspouts are attached and extended.
- **Roof:** Inspect for damage. Trim trees if needed.
- **Roof vents:** Inspect for damage or bird nests.
- **Chimney:** Inspect for damage to cap, flashing and masonry.
- **Exterior, general:** Check condition of paint, caulk and putty.
- **Weatherstripping:** Check and repair weatherstripping on windows and doors.
- **Crawl space:** Check for adequate ventilation to remove excess moisture.
- **Clothes dryer:** Clean lint from duct and from unit per manufacturer's instructions.
- **Bathroom tile:** Check grout, caulk and tile for damage.
- **Garage door:** Tighten all hardware and lubricate moving parts.
- **Fireplace:** Check flue, damper, firebox.
- **Sprinklers, irrigation:** Drain and service system.

### Winter

- **Fire and smoke alarms:** Change batteries, vacuum to remove dust, and test.
- **Carbon monoxide alarms:** Change batteries, and test.
- **Washing machine:** Check supply hoses for damage. Clean screens in hose connections.
- **Door and hardware:** Lubricate hinges and moving parts.
- **Gutters:** Keep downspouts extended.

### Periodic Maintenance and Service as Needed

- **Septic system:** Schedule professional pumping and inspection at least every two years.
- **Water Softener:** Clean brine tank and screens or filters as needed.
- **Well system:** Test water for bacteria and other contaminants. Check pressure tank operation.
- **Fire and smoke alarms:** Replace alarms every 10 years.
- **Fireplace:** Schedule cleaning and inspection as needed, depending on use.
- **Water filters:** Replace as needed.
- **Gas appliances:** Check flexible gas connectors for stove, dryer, etc., yearly.
- **Water heater:** Test temperature and pressure relief valve. Replace leaking valves.
- **Plumbing:** Test main water shutoff. If it is hard to operate, call a plumber.