

PERIODIC HOME MAINTENANCE CHECKLIST

	PERIODICALLY	SPRING	FALL	ANNUALLY
I. FOUNDATION & MASONRY: Basements, Exterior Walls: To prevent seepage and condensation problems.				
a. Check basement for dampness and leakage after wet weather.	<input checked="" type="checkbox"/>			
b. Check foundation walls, steps, retaining walls, ealks, patios, driveways, garage floors, etc., for cracks, heaving, crumbling.		<input checked="" type="checkbox"/>		
c. Check chimneys, deteriorated chimney caps, loose and missing mortar		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Maintain grading sloped away from foundation walls.				<input checked="" type="checkbox"/>
II. ROOFS & GUTTERS: To prevent roof leaks, condensation, seepage and decay problems.				
a. Check for damaged, loose or missing shingles, blisters.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Check for leaking, misaligned or damaged gutters, downspouts (leaders), hangers (straps), gutter guards and strainers.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Clean gutters, leaders, strainers, window wells, drains. Be sure downspouts direct water away from foundation.	<input checked="" type="checkbox"/>			
d. Cut back tree limbs growing on or over roof.			<input checked="" type="checkbox"/>	
e. Check antenna supports for sturdiness and possible source of leakage.				<input checked="" type="checkbox"/>
f. Check flashings around roof stacks, vents, skylights, chimneys, as sources of leakage.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
g. Check vents, louvers and chimneys for birds nests, squirrels, insects.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Check fascias and soffits for paint flaking, leakage and decay.		<input checked="" type="checkbox"/>		
III. EXTERIOR WALLS: To prevent paint failure, decay and moisture penetration problems.				
a. Check painted surface for paint flaking or paint failure.		<input checked="" type="checkbox"/>		
b. Check siding, shingles and trim for damage, looseness, warping and decay.	<input checked="" type="checkbox"/>			
c. Check exterior masonry walls for cracks, looseness, missing or broken mortar		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Cut back trim and shrubbery against sidewalls.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
IV. DOORS & WINDOWS: To prevent air and weather penetration problems.				
a. Check caulking surface for decay around doors, window, corner boards, joints. Recaulk as needed.			<input checked="" type="checkbox"/>	
b. Check glazing putty around windows.			<input checked="" type="checkbox"/>	
c. Check weatherstripping.			<input checked="" type="checkbox"/>	
V. ELECTRICAL: For safe electrical performance.				
a. Learn location of electrical panel box for breakers or fuses. Never overfuse.				
b. Trip circuit breakers every six months and ground circuit fault interruptors (G.C.F.I.) monthly.	<input checked="" type="checkbox"/>			
c. Mark and label each circuit.	<input checked="" type="checkbox"/>			
d. Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear or damage.	<input checked="" type="checkbox"/>			
e. Check exposed wiring and cable for wear or damage.				<input checked="" type="checkbox"/>
f. If fuses blow or breakers trip frequently, have a licensed electrician determine cause.	<input checked="" type="checkbox"/>			
g. If you experience slight tingling shock from handling or touching any appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or it appliances go on and off unnecessarily, call a licensed electrician.	<input checked="" type="checkbox"/>			
VI. PLUMBING: For preventative maintenance.				
a. Check faucets, hose bibbs and valves for leakage.	<input checked="" type="checkbox"/>			
b. Drain exterior water lines, hose bibbs, sprinklers, pool equipment in the fall.			<input checked="" type="checkbox"/>	
c. Check for leaks at sink and house traps and sewer cleanouts.	<input checked="" type="checkbox"/>			
d. Draw off sediment in water heaters monthly or per manufacturer's instructions.	<input checked="" type="checkbox"/>			
e. Have septic tank cleaned every 2 years.				
VII. HEATING & COOLING: For comfort, efficiency, energy conservation and safety.				
a. Change or clean furnace filters, air conditioning filters, electronic filters as needed.	<input checked="" type="checkbox"/>			
b. Clean and service humidifier. Check periodically and annually.	<input checked="" type="checkbox"/>			
c. Have oil burning equipment serviced annually.				<input checked="" type="checkbox"/>
d. Clean around heating and cooling equipment, removing leaves, dust, overgrown shrubbery, debris. Be sure power is off!	<input checked="" type="checkbox"/>			
e. On steam systems, "blow off" or drain low water cut-off per mfg. instructions or tag.	<input checked="" type="checkbox"/>			
VIII. INTERIOR: General house maintenance.				
a. 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.	<input checked="" type="checkbox"/>			
b. To prevent freezing keep garage doors closed in winter. Exposed water lines and drains should be wrapped with insulation.				
c. Close crawl vents in winter and open in summer.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Check underside of roof for water stains, leaks, dampness and condensation, particularly in attics and around chimneys.				<input checked="" type="checkbox"/>
e. Keep attic louvers and vents open all year round. Check louver screening.				<input checked="" type="checkbox"/>
IX. Know the location of:				
a. The main water shut off valve.				
b. The main electrical disconnect or breaker.				
c. The main emergency shut off switch for the heating system.				

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