

Home Maintenance Checklist

EVERY MONTH

- Test all smoke and carbon monoxide detectors for proper operation.
- Check that fire extinguisher(s) are fully charged. Re-charge if necessary.
- Examine heating/cooling air filters and replace or clean as necessary.
- If the house has hot water heating, bleed radiator valves.
- Clean gutters and downspouts. Ensure that downspouts are secure, and that the discharge of the downspouts is appropriate. Remove debris from window wells.
- Carefully inspect the condition of bathtub and shower enclosures. Repair or replace deteriorated grout and caulk. Ensure that water is not escaping the enclosure during showering. Check below all plumbing fixtures for evidence of leakage.
- Repair or replace leaking faucets or showerheads.
- Secure loose toilets, or repair flush mechanisms that become troublesome.
- Examine driveways and walkways for trip hazards. Undertake repairs where necessary.
- Examine the interior of the home for trip hazards. Loose or torn carpeting and flooring should be repaired.
- Undertake improvements to all stairways, decks, porches and landings where there is a risk of falling or stumbling.

ANNUALLY

- Replace smoke detector batteries.
- Have chimneys inspected and cleaned. Ensure that rain caps and vermin screens are secure.
- Examine the electrical panels, wiring and electrical components for evidence of overheating. Ensure that all components are secure. Flip the breakers on and off to ensure that they are not sticky.
- If the house utilizes a well, check and service the pump and holding tank. Have the water quality tested. If the property has a septic system, have the tank inspected (and pumped as needed).
- If your home is in an area prone to wood destroying insects (termites, carpenter ants, etc.), have the home inspected by a licensed specialist. Preventative treatments may be recommended in some cases.

FALL AND WINTER

- Examine the roof for evidence of damage to roof coverings, flashings and chimneys.
- Inspect the alignment of gutters, downspouts, and splash blocks to make sure that water is diverted appropriately away from your home.
- Look at overhead wires coming to the house. They should be secure and clear of trees or other obstructions.
- Have the irrigation system professionally winterized.
- Trim back tree branches and shrubs to ensure that they are not in contact with the house.
- Inspect the exterior walls and foundation for evidence of damage, cracking or movement. Watch for bird nests or other vermin or insect activity.
- Survey the basement and/or crawl space walls for evidence of moisture seepage.
- Close any open foundation vents so as to prevent freezing of any plumbing piping inside the crawl space area.
- Close all opened storm windows.
- Ensure that the grade of the land around the house encourages water to flow away from the foundation.
- Inspect all driveways, walkways, decks, porches, and landscape components for evidence of deterioration, movement or safety hazards.
- Clean windows and test their operation. Improve caulking and weather-stripping as necessary. Watch for evidence of rot in wood window frames. Paint and repair windowsills and frames as necessary.
- Test all ground fault circuit interrupter (GFCI) devices.
- Shut off isolating valves for exterior hose bibs and disconnect any exterior hoses, if below freezing temperatures are anticipated. After turning off the interior shut off, open the exterior hose bib so as to drain off any trapped water inside the line. If there are no interior shut offs present in your home, you may wish to install an insulating cover over the exterior hose bib.
- Inspect for evidence of wood boring insect activity. Eliminate any wood/soil contact around the perimeter of the home.
- Test the overhead garage door opener(s), to ensure that the auto-reverse mechanism is responding properly. Clean and lubricate hinges, rollers and tracks on overhead doors.
- Look in the attic (if accessible) to ensure that roof vents are not obstructed. Check for evidence of leakage, condensation or vermin activity. Level out insulation if needed.
- Replace or clean exhaust hood filters.
- Clean, inspect and/or service all appliances as per the manufacturer's recommendations.
- Open drain valve on water heater so as to drain sediment from bottom of tank.
- Clean dryer vent duct to remove any lint or obstruction.
- Turn on your heating system for a trial run and replace filters.
- Have the heating system cleaned and serviced, including any humidifiers and electronic air cleaning units.
- Adjust HVAC registers for heating.