

# Home Maintenance Checklist

Exterior	Spring	Fall/Winter	Annually	As Needed
Roof, Walls, Windows, Yard				
Check for damaged/loose shingles or flashing	✓			
Inspect all flat roofs for blisters & bubbles	✓			
Check chimney, valley, plumbing vent, skylight flashing, attic vents	✓			
Clean any gutters and downspouts	✓	✓		
Check for icicles and ice dams		✓		
Clean/clear exhaust ducts and dryer vents	✓	✓		
Inspect all metal vents, chimneys, louvers, etc for rust damage	✓			
Check for peeling paint	✓			
Check siding/trim for signs of damage or decay	✓			
Inspect all masonry for signs of loose mortar and cracks	✓			
Look for signs of leaks at window and door sills	✓			
Check for broken or cracked window glass and inspect for damaged screens			✓	
Check that water drains away from house	✓			
Inspect fence/retaining wall for damage	✓			
Check for signs of rodents, bats, roaches, termites	✓	✓		
Drain outdoor faucets and hoses		✓		
Check all wood decks for signs of rot and finish damage	✓			
Check for trees/shrubs rubbing against siding or roof. Remove dead limbs.	✓			

Heating/Cooling	Spring	Fall/Winter	Annually	As Needed
Clean and/or change air filters	Monthly	Monthly	Monthly	Monthly
Clean dirt/dust from interior of furnace and clean furnace humidifier	✓	✓		
Fireplaces should be professionally inspected, cleaned regularly and damper should close tightly				✓
Drain and turn off power to air conditioner during winter months and cover tightly		✓		
Have heating system inspected by a qualified heating technician		✓		

Appliances	Spring	Fall/Winter	Annually	As Needed
Clean kitchen range hood screens				✓
Clean interior and exterior oven and range with non abrasive cleaner regularly				✓
Run and deodorize garbage disposal regularly				✓
Sweep/clean underneath refrigerators/freezers and vacuum coils			✓	

Interior	Spring	Fall/Winter	Annually	As Needed
Walls, Ceilings, Windows, Doors				
Check walls and ceilings for cracks and signs of water damage	✓	✓		
Check operation of windows and doors			✓	
Lubricate and repair window and door hardware and install door stops as needed				✓
Inspect window/door weather strip for damage and tightness of fit	✓			
Check for condensation on window frames. This can be an indicator of excess humidity and can lead to rot.		✓		
Vacuum bottom window channels to maintain solid seal and lessen infiltration.				✓

Basement/Garage	Spring	Fall/Winter	Annually	As Needed
Check for wet surfaces, dampness and/or leakage	✓	✓		
Inspect paved surfaces for cracks, settlement and soil erosion	✓			
Check safety reverse of automatic garage doors for proper operation	✓	✓		
Check for signs of rodents, bats, roaches, termites	✓	✓		
Clean any clutter and sweep/vacuum any debris off floor surfaces				✓

Plumbing and Fixtures	Spring	Fall/Winter	Annually	As Needed
Check all faucets, valves, connections, and clear all hoses, traps and drains (for washer, dishwasher, refrigerators, toilets, sinks, tubs, showers, etc.)			✓	
Check all joints in ceramic tiled surfaces. Check caulking around tub, sinks and showers and replace if necessary			✓	
Check toilets for proper operation			✓	
Check water heater (test pressure relief valve, drain tank and remove sediment, inspect for leaks, etc)			✓	
Check water main/meter for leaks or sweating		✓		
Check bath / kitchen fan operation and ceiling fans			✓	

Electrical	Spring	Fall/Winter	Annually	As Needed
Check main service panel for signs of rusting and all breakers			✓	
Test Ground Fault Circuit Interrupters (GFCI)	Monthly	Monthly	Monthly	Monthly
Check smoke and carbon monoxide detectors	Monthly	Monthly	Monthly	Monthly
Check all power cords for damage	✓	✓		
Check all indoor/outdoor outlets (outdoor outlets should have covers)		✓		



The above maintenance checklist is given as a guideline only. This is not intended to be all inclusive, but a general guide. See Homeowner's Manual for additional information.