



HOME MAINTENANCE CHECKLIST

SPRING	FALL	ANNUALLY	AS NEEDED
--------	------	----------	-----------

ROOF		SPRING	FALL	ANNUALLY	AS NEEDED
A	Check for damaged gutters, down spouts, hangers and strainers.	X			
B	Clean gutter strainers, gutters and downspouts.	X	X		
C	Evaluate gutters and downspouts and other sheet metal for repainting.			X	
D	Check for damaged or loose shingles, blisters on roofing, etc.	X			
E	Check for damaged flashing.	X			
F	Check underside of roof where accessible for water stains or dampness.	X			
G	Evaluate roof for future repair.			X	
H	Check vents and louvers for bird nests, etc.	X	X		
I	Check fascias and soffits for paint failure and decay.	X			
J	Check masonry chimneys.	X			
K	Check antenna guy wires and support.			X	
FOUNDATIONS					
A	Check inside planters for proper water seal. Check for dampness and leakage and avoid excessive watering.	X		X	
B	Inspect for signs of termite infestation.			X	
EXTERIOR WALLS					
A	Check siding and trim for damage and decay.	X			
B	Check painted surfaces for paint failure.	X			
C	Check masonry for cracks and loose joints.	X			
D	Check all trim for tightness of fit.	X	X		
WINDOWS AND DOORS					
A	Check doors, windows and trim for finish failure.	X			
B	Check for broken glass and damaged screens.	X			
C	Check glazed openings for loose putty.	X			
D	Clean screens.	X			
E	Check hardware and lubricate moving parts.	X	X		
F	Check weather stripping for damage and tightness of fit.	X			
G	Check caulking at doors, windows and all other openings and joints where dissimilar materials meet.	X			
GROUNDS AND YARD					
A	Check driveway and walks for cracks and soil erosion.		X		
B	Check all wood for decay and termites.			X	
C	Clean and repair out of season equipment.				X
PLUMBING					
A	Check water heater. Be sure to check pipe fittings for corrosion.			X	
B	Check for buildup of scum and sludge in septic tank.			X	
C	Check all toilets for leakage.				X
D	Check faucets, hose bibs and valves for leakage.				X
HEATING AND COOLING					
A	Clean or change furnace filter. It is recommended to change filter at least monthly.				X
B	Clean and service evaporative cooler.	X	X		
C	Clean dirt and dust from around furnaces, condensing unit, air grilles and ducts.	X	X		
D	Have entire system checked by a qualified service person.	X	X		
ELECTRICAL SYSTEM					
A	Check condition of lamp cords, extension cords and plugs. Change at the first sign of wear or damage.	X	X		
B	Check areas where wiring is exposed. Replace at first sign of wear or damage.	X	X		
C	If you experience slight tingling shock from handling or touching any appliance, disconnect appliance and have it repaired.				X
D	If fuses blow or breakers trip frequently, contact an electrician to determine the cause and make necessary repairs.				X
E	Test GFCI (Ground Fault Circuit Interrupter) function by test button. If test does not break circuit, replace outlets. Locations: exterior and pool, bathrooms, kitchen and garage. DO MONTHLY.				X
INTERIOR OF HOUSE					
A	Check all joints in ceramic tile, laminated plastic and similar surfaces. Check caulk around sinks, bathtubs and showers.	X	X		
B	Check all painted and natural finished surfaces for dirt, finish failure and for required repairs.	X			

Frequency of inspections given in this chart is a minimum recommendation. Depending on materials and age, items may need more frequent checking.