



HOME MAINTENANCE CHECKLIST

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TOP MAINTENANCE ITEMS

- Change your HVAC filter regularly and have your system inspected annually, either spring or fall
- Keep out-door HVAC units free of debris
- Check for cracks & gaps; repair or replace caulking, as needed
- Check regularly for leaks: toilets, tubs, sinks and dishwashers. Re-caulk or regrout when necessary
- Maintain grading to ensure water drains away from the foundation of the home
- Adhere to proper landscaping: plant trees and shrubs the proper distance from your home.
- Drain, blow out and disconnect all hoses before the first freeze.
- Drain irrigation system

WINTERIZING

- Check and clean all gutters
- Set ceiling fans to rotate clockwise
- Replace air filters
- Re-caulk window gaps
- Drain your water heater
- Insulate exposed plumbing pipes, check hoses and faucets for leaks

SPRING/AUTUMN

- Have HVAC professionally inspected
- Inspect roof for missing or damaged shingles, can result in leaks
- Inspect foundation for cracks, water stains & leaks. Seal with waterproof caulk.
- Regrout or re-caulk your tubs, sinks and toilets where necessary
- Check sprinkler heads for damage and repair as necessary

SUMMER

- Drain your water heater to remove sediment
- Keep HVAC unit free of debris
- Check septic tank (if applicable)
- Inspect exterior siding and trim, touch up paint as needed
- Prune trees & shrubs
- Inspect attic for pests
- Inspect cabinets and countertops, clean and tighten hardware, re-caulk or refinish as needed
- Clean your dryer vent of all built up lint
- Clean refrigerator condenser coils

WINTER

- Insulate exposed water pipes
- Let faucets drip in extreme cold to prevent freezing
- Change batteries in smoke & carbon monoxide detector(s)
- Cover your HVAC condenser