# HOMEOWNER MAINTENANCE LIST AND SCHEDULE

**Flooring**
- ✓ Check for normal settling cracks in tile and grout  
  - **Maintenance Schedule**: Annual

**Windows and Exterior Doors**
- ✓ Check all doors and windows for proper operation. (Do not use WD-40)  
  - **Maintenance Schedule**: Semi-Annual
- ✓ Check window weep holes for obstructions  
  - **Maintenance Schedule**: Annual
- ✓ Check weather strip on doors  
  - **Maintenance Schedule**: Annual

**Countertops**
- ✓ Avoid hot pans on tops, allowing water to stand or cutting on countertops  
  - **Maintenance Schedule**: Daily
- ✓ Check caulking of tops to walls and around sink  
  - **Maintenance Schedule**: Annual
- ✓ Granite counter tops – reseal  
  - **Maintenance Schedule**: Annual

**Appliances**
- ✓ Check with the manufacturer for maintenance requirements

**Landscaping**
- ✓ Check that landscaping is not too close to foundation in height  
  - **Maintenance Schedule**: Always
- ✓ Give trees more water than sprinklers provide. Especially in summer months as trees, sod and shrubs are not warrantable after closing  
  - **Maintenance Schedule**: Weekly
- ✓ Check sprinkler operation and adjustment  
  - **Maintenance Schedule**: Monthly
- ✓ Check shrub and tree bubblers for proper operation  
  - **Maintenance Schedule**: Monthly
- ✓ Check that timer is set properly for time of year  
  - **Maintenance Schedule**: Monthly
- ✓ Check pressure vacuum breaker for leaks  
  - **Maintenance Schedule**: Semi-Annual
- ✓ Check valve box for leaks, corrosion of solenoids  
  - **Maintenance Schedule**: Semi-Annual
- ✓ Change batteries in timer  
  - **Maintenance Schedule**: Annual

**HVAC**
- ✓ Check and replace air filters  
  - **Maintenance Schedule**: Monthly
  - Size: __________________
- ✓ Check drain pan on air conditioner  
  - **Maintenance Schedule**: Monthly
- ✓ Ensure that secondary drain line is exposed and dry  
  - **Maintenance Schedule**: Monthly
- ✓ Pour 1 cup of liquid bleach down primary drain line  
  - **Maintenance Schedule**: Quarterly
- ✓ Clean bathroom and laundry room fan covers  
  - **Maintenance Schedule**: Semi-Annual

**Plumbing**
- ✓ Caulking of all tubs, showers, sinks, toilets – as necessary  
  - **Maintenance Schedule**: As Necessary
- ✓ Drain water heater  
  - **Maintenance Schedule**: As per manufacturer
- ✓ Run water in seldom used bathrooms and sinks  
  - **Maintenance Schedule**: Monthly
- ✓ Check fixtures aerators for debris and clean to prevent mineral build up  
  - **Maintenance Schedule**: Semi-Annual
- ✓ Inspect sink drains and traps for leaks  
  - **Maintenance Schedule**: Semi-Annual

**Garage Door**
- ✓ Silicone wheels and hinges (Do not use WD-40)  
  - **Maintenance Schedule**: As necessary

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Electrical
✓ Test and retest GFCI protected outlets (kitchen, bathroom, garage) Monthly
✓ Test operation of smoke alarms Monthly

Drainage
✓ Ensure drainage swales are not blocked Semi - Annual
✓ If flatwork added ensure they do not obstruct drainage As Necessary
✓ Clean debris from ADS drain collection boxes Annual

Foundation
✓ Check for excess moisture at foundation Monthly
✓ Check foundation for flaking and peeling Annual
✓ Check foundation for cracks in excess of 1/8” Annual

Doors and Trim
✓ Apply silicone to hinges to avoid creaking Quarterly or as needed
✓ Entry wood front doors – refinish Semi – annual or as needed
✓ Threshold – recaulk/seal Semi – annual or as needed
✓ Exterior trim and casings Annual or as needed

Rain Gutters
✓ Keep clear of debris Semi annual or as needed

Extended Lifetime Warranty

Moen
✓ Lifetime warranty on finish of faucets
✓ www.moen.com
✓ 1-800-289-6636

Lennox
✓ If registered within 60 days, you get an additional 5 year warranty on parts and condenser
✓ www.lennoxwarranty.com
✓ 1-800-9-Lennox

Schlage
✓ Lifetime warranty on finish of door handles
✓ www.schlage.com
✓ 1-877-852-9449

Whirlpool
✓ 1-800-442-1111