



MAINTENANCE SCHEDULE FOR YOUR NEW HOME

EACH GARMAN HOME IS COMPRISED OF MULTIPLE COMPONENTS THAT WORK TOGETHER AS A SYSTEM. IN ORDER FOR YOUR HOME TO PERFORM AS DESIGNED, PROPER MAINTENANCE WILL NEED TO BE PERFORMED AT CERTAIN INTERVALS THROUGHOUT THE LIFE OF YOUR HOME. THE FOLLOWING SECTION WILL OUTLINE THE TIMEFRAME FOR ALL PROPER MAINTENANCE.



ITEMS TO INSPECT MONTHLY

- Caulk joints throughout the home
- HVAC system and return filters
- GFI receptacles
- Smoke/Carbon Monoxide detectors
- Tile & grout maintenance - cleaning and sealing



ITEMS TO INSPECT QUARTERLY

- Exterior doors
- Gutters - clean out & check downspouts
- Garage door track & motor lubrication
- Range hood filter
- Tubs & sinks; check traps, etc.
- Condensation line for HVAC
- Check crawlspace



ITEMS TO INSPECT BI-ANNUALLY

- HVAC system inspected/cleaned/tuned up
- Dryer Vent
- Washer connections
- Exterior caulk - around doors & penetrations
- Landscaping/erosion
- Main water valve
- Windows



ITEMS TO INSPECT YEARLY

- Brick weep holes
- Exterior paint
- Insulation
- Garage door; tighten cracks
- Service tankless water heater (if applicable)



DETAILED INFORMATION FOR PROPER CARE OF YOUR NEW HOME - INTERIORS (A.K.A. THE PRETTY)

APPLIANCES

- ~ Refer to manufacturer guidelines
- ~ Register appliances on registration card

BATH FIXTURES & FAUCETS

- ~ Check tightness of seals
- ~ Clean with non-abrasive cleansers
- ~ Clean out aerators occasionally to maintain proper pressure

BATH TILE

- ~ Fill seams & corners in tub/shower area with silicone caulk
- ~ Do not use acidic cleaners on grouted areas
- ~ Seal grout within first few months of closing

CABINETS

- ~ Clean surfaces with soap and water
- ~ Prevent sitting water on cabinet surfaces
- ~ Dry tableware before putting into cabinets
- ~ Maintain caulking around sinks, appliances and backsplashes

COUNTERTOPS

Laminate

- ~ Treat as soft surface to prevent damage
- ~ Do not place hot items on the countertop
- ~ Keep moist items away from seams & joints
- ~ Maintain caulking around edges & appliances

Granite (Natural Stone)

- ~ Wipe spills immediately
- ~ Use hot pads & coasters to prevent scratching
- ~ Avoid vinegar & acidic cleansers
- ~ Seal twice a year or use cleanser with sealant

Quartz (Solid Surface)

- ~ Use non-abrasive cleansers
- ~ Remove stains with ammonia-based cleaner

DRYWALL

- ~ Repair hairline cracks with caulk or spackling
- ~ Repair nail pops by resetting the nail or screw, then fill the void with spackling, sand & repaint

DOOR HARDWARE

- ~ Tighten door knobs with a screwdriver
- ~ Lubricate with graphite lubricants

FIREPLACE

- ~ Never burn anything in a gas fireplace
- ~ Inspect twice a year

FLOORING

Carpet

- ~ Clean stains immediately
- ~ Have carpet cleaned professionally with hot water extraction once a year to remove dirt
- ~ Direct sunlight will age carpet

Tile

- ~ Sweep before cleaning to remove abrasive particles
- ~ Use mild non-oil based cleanser
- ~ Use protective pads on furniture
- ~ Tile floors may vary in color & appearance

Vinyl

- ~ Remove spills immediately
- ~ Use protective pads on furniture
- ~ Avoid dragging or rolling objects on the floor
- ~ Rubber mats may discolor surface

Wood & Laminate

- ~ Water can damage the floor - avoid wet mopping or excessive water
- ~ Use protective pads on furniture
- ~ Direct sunlight may damage/discolor the floor
- ~ Sweep before cleaning to remove abrasive particles
- ~ Clean within manufacturers guidelines

MIRRORS & GLASS DOORS

- ~ Use a squeegee to clean the glass after showering to prevent buildup of soap scum
- ~ Clean with non-abrasive cleaner
- ~ Clean all glass with glass cleaner
- ~ Apply new caulking around all glass near wet areas when necessary

PAINT & INTERIOR FINISHES

- ~ Enamel paint in baths & kitchen can be washed gently
- ~ Flat paint areas should not be washed
- ~ Discoloration can happen over time due to many factors
- ~ Even when using the same paint, matching touchups is not guaranteed



DETAILED INFORMATION FOR PROPER CARE OF YOUR NEW HOME - MECHANICALS

AIR CONDITIONING

- ~ Change or clean air filters every 2 months
- ~ Clear condensation lines of debris & insulation
- ~ Keep area around compressor (exterior unit) clear
- ~ Clean dirt/dust from coil surfaces with garden hose

DRYER VENT

- ~ Clean lint from vent once a year
- ~ Make sure exterior flap on exhaust vent is operable and not blocked

ELECTRICAL SYSTEM

- ~ Test GFI receptacles & arc fault breakers quarterly
- ~ Inspect interior and exterior panels & breakers

EXHAUST FANS

- ~ Turn off fans before cleaning
- ~ Clean fan filter annually
- ~ Use fans while cooking/showering to remove smoke/humidity
- ~ Make sure exterior grills/covers of exhaust fans are clear of debris

GARBAGE DISPOSAL (IF APPLICABLE)

- ~ Run cold water before and after using disposal
- ~ Disposal has an internal circuit breaker - the button is on the bottom of the unit
- ~ Insert hoods loosely to prevent jamming
- ~ Some municipalities do not allow garbage disposals
- ~ Turn off & unplug before servicing

PLUMBING

- ~ Remove all the hoses during cold months to prevent freezing pipes
- ~ Turn off sprinkler system (if applicable) during cold months to prevent freezing pipes
- ~ Check drains for appliances regularly to prevent leaks
- ~ Sounds made by rushing water in pipes is normal
- ~ Toilets are for waste and toilet paper only - putting other items in the toilet may clog the device
- ~ Inspect main water valves - keep clear of objects
- ~ Water heater has pressure relief valve that may release water during heating or cooling of the water
- ~ Inspect pilot light on gas operated water heater
- ~ Service tankless water heater annually
- ~ Inspect heat tape for tankless water heater to ensure proper function

HVAC

- ~ Clean furnace and air handlers yearly
- ~ Have system inspected yearly
- ~ Replace all filters per manufacturer guidelines
- ~ If basement home, install dehumidifier

SMOKE DETECTORS

- ~ Test smoke/carbon monoxide alarms monthly
- ~ Check batteries & replace yearly



DETAILED INFORMATION FOR PROPER CARE OF YOUR NEW HOME - EXTERIOR/LANDSCAPING

DOORS

Interior

- ~ Use dry silicone spray to lubricate door hinges
- ~ Maintain paint & sealer on all edges of the door to prevent warping
- ~ Humidity will cause doors to warp - utilize exhaust fans when possible to prevent

Exterior

- ~ Use graphite lubricants - avoid oil based
- ~ Maintain weather stripping around doors
- ~ Repaint & reseal exterior surfaces yearly
- ~ Adjust threshold to prevent air infiltration

DRAINAGE

- ~ Keep drainage swales and ditches free of debris
- ~ Do not install trees or shrubs in swales
- ~ Soil erosion can be prevented with landscaping (i.e. straw, soil or ground covers)
- ~ Erosion is not warrantable
- ~ Do not alter the grade or drainage profile of your home (this can include fences, patios and additional landscaping added after closing)

EXTERIOR FINISHES

Brick/Stone

- ~ Keep weep holes free of debris
- ~ Touch up sealant where these surfaces transition to another surface
- ~ Repair mortar/grout to fill voids to avoid water intrusion

Siding

- ~ Keep sprinklers from spraying directly onto siding
- ~ Direct downspouts away from siding areas
- ~ Maintain caulk at joints, corners and windows

Paint

- ~ Inspect for flaking and peeling annually
- ~ Color may fade over time in direct sunlight - touch ups may not match exactly

GUTTERS & DOWNSPOUTS

- ~ Clean leaves, branches and debris from gutters seasonally
- ~ Direct downspouts away from your home to move water away from your foundation

LANDSCAPING

- ~ Prune shrubs annually to promote growth
- ~ Space plants appropriately to allow for growth
- ~ Plant all shrubs at least (1) foot away from your home

PEST CONTROL

- ~ Have professional inspection for termites yearly
- ~ We recommend routine pest inspection for all other types of pests



DETAILED INFORMATION FOR PROPER CARE OF YOUR NEW HOME - STRUCTURAL

BASEMENTS (IF APPLICABLE)

- ~ Maintain easy access to windows for egress
- ~ Inspect sump pump and keep clear of debris

CONCRETE

- ~ Fill cracks with concrete caulking to prevent moisture from seeping below the surface
- ~ DO NOT use salt/de-icing products on the driveway - deterioration of the surface of the concrete will occur

NOTE - lawn fertilizer reacts similarly to de-icers

- ~ Driveways are not part of the structure of the home
- ~ Wash all flatwork regularly to remove contaminants

DECKS

- ~ Decks may crack, bend, warp, splinter or deteriorate due to weather conditions
- ~ Clean and seal deck with waterproofing sealant per manufacturer's recommendations

GARAGE DOORS

- ~ Check cables, rollers and hinges for wear
- ~ Use dry silicone spray to lubricate all moving parts
- ~ Contact manufacturer of door opener for all operation concerns

ROOFING

- ~ Keep trees trimmed so they do not touch the roof
- ~ Remove debris from downspouts and gutters
- ~ Inspect roof annually for raised/torn shingles

WINDOWS & SCREENS

- ~ Lubricate window tracks with dry silicone spray once a year
- ~ Vacuum window tracks to remove debris
- ~ Minor air infiltration around windows is normal