

HOME MAINTENANCE CHECKLIST

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GROUNDS

- Clean window and foundation vent wells.
- Cut trees and shrubs away from siding and roof.
- Remove dead trees or tree limbs.
- Check drainage slope around the foundation.
- Route water from gutter downspout at least 5 feet from foundation.
- Patch cracks in driveway and sidewalks.
- Check water-sprinkling system.
- Check landscape lights.
- Make sure all foundation and gutter subsurface drains are draining properly.
- Check retaining walls.
- Check and repair fences and gates.

FOUNDATION

- Check for cracking and movement.
- Check for growth on known cracks.
- Operate foundation vents.
- Look for signs of termite tunneling.
- Do not store wood around the foundation.
- Check exterior perimeter for cracks to slab foundations.
- Check interior floors of slab foundations for cracking or settling.

CRAWLSPACE & BASEMENT

- Check access door.
- Check for foundation water penetration.
- Check for excessive moisture on floor.
- Check for excessive moisture on insulation.
- Check for excessive moisture on floor framing.
- Check for leaking or corroded water supply pipes.
- Check for leaking drainpipes.
- Check for proper slope in plumbing drain lines.
- Look for signs of wood destroying insects.
- Look for damaged floor framing.
- Look for missing or fallen insulation.
- Install floor insulation if not present.
- Inspect piers or support post.
- Check operation of sump pump.
- Pull back insulation from under and around exterior doors and plumbing penetrations to inspect.
- Check ducts for leakage & proper attachment.
- Check electrical components in crawlspace.
- Check clothes dryer vent pipe.

ROOF

- Clean gutters or add gutter shields.
- Seal leaking gutter seams.
- Check the slope on the gutters.
- Check for loose gutters and gutter nails.
- Remove tree debris from roof.
- Check for nail uplift.
- Check for broken or cracked shingles.
- Check roof from attic side during hard rain.

- Check all flashings for openings.
- Check gaskets on plumbing vent caps.
- Check for loose ridge vents.
- Check chimney for blockage.
- Check chimney for cracks.

SIDING & TRIM

- Check for cracks or movement on masonry sidings.
- Clean mildew growth.
- Paint on a regular schedule (6 to 8 years).
- Touch up paint and caulk once a year.
- Look for stained or rotted siding and trim.
- Look for loose siding or trim.

WINDOWS & DOORS

- Make sure all doors lock & latch.
- Look for air leakage at windows & doors.
- Check operation of window.
- Check window locks.
- Look for broken glass.
- Look for broken seal on dual pane glass.
- Check screens for damage.
- Repair damaged window glazing.
- Clean windows.

ATTIC

- Look for signs of animal intrusion.
- Look for staining at roof penetrations.
- Look for signs of roof leakage.
- Properly insulate attic access.
- Look for compressed or missing insulation.
- Install maximum insulation for geographic area.
- Check for damaged roof/ceiling rafters or truss.
- Remove unnecessary stored items.
- Look for signs of excessive moisture in attic (mold).
- Check for adequate ventilation.
- Check electric power ventilators.
- Check electrical and plumbing components housed in the attic.

FIREPLACE & CHIMNEY

- Clean chimney on a regular schedule.
- Install Chimney screen cap.
- Look for deteriorated mortar joints on chimney.
- Patch cracked (mortar) chimney cap.
- Check condition of fireplace brick and mortar.
- Check presence of a damper.
- Check operation & condition of damper.
- Check for separation between face of fireplace and firebox.
- Check for separation between fireplace and hearth.
- Check fireplace throat and chimney for creosote build-up.
- Check gas logs.
- Check for gas leaks.

HEATING & COOLING

- Have professionally serviced once a year.
- Check for normal cycling of systems.
- Check for cracks, holes, or rusting of flue pipe.
- Check for loose or disconnected flue pipes.
- Make sure all cover panels are in place.
- Look for any unusual flame movements.
- Listen for any unusual noise from system.
- Look for sooting or scorching of furnace.
- Install a carbon monoxide detector.
- Change filters monthly
- Make sure of adequate air supply for system.
- Check proper drainage of condensation line.
- Check condensation pump.
- Clean coils on air conditioner.
- Level outside compressor unit.
- Repair damage insulation on freon lines.
- Trim vegetation away from outside compressor unit.
- Is thermostat firmly attached to wall.
- Check ducts for leakage & proper attachment.

PORCHES & DECKS

- Check for proper flashing between deck and house.
- Check for loose handrails.
- Check for presence of handrails.
- Check spacing of handrails (4" or less).
- Check if deck is bolted to house (not nailed).
- Check if deck is bolted to support post.
- Repair damaged screen.

KITCHEN

- Check for leaks in dishwasher.
- Check for high-loop on dishwasher drainpipe.
- Dishwasher should be attached to underside of kitchen counter.
- Check if dishwasher is cycling properly.
- Check door seal on dishwasher.
- Check dishwasher racks & cabinet.
- Check to see if soap dispenser is operating.
- Check kitchen sink supply and waste for leaks.
- Check kitchen faucet for leaks or dripping.
- Check operation of spray wand.
- Check operation of garbage disposal.
- Check garbage disposal electrical connection.
- Check operation of cabinet doors & drawers.
- Check counter tops and their attachment.
- Check for leak of icemaker water supply line.
- Check kitchen exhaust fan.
- Clean kitchen exhaust fan filter.
- Check oven operation and oven door.
- Check oven light.
- Check stove cook top function.
- Check stove's electronic ignition.
- Check functioning of microwave.

PLUMBING

- Check exterior hose faucets.
- Check for antisiphon valve on hose faucet.
- Remove garden hose from outside faucets in winter.
- Locate and inspect main shutoff valve.
- Check for leaking at all fixtures.
- Check for adequate water flow at all fixtures.
- Check drainage flow at all fixtures.
- Check for presence of water heater shut-off valve and temperature pressure relief valve (do not test).
- Keep water temperature below 120 degrees.
- Check flue pipe for water heater.
- Check for adequate combustion air for water heater.
- Check for leaks at water heater.
- Water heater should be elevated if in a garage.

ELECTRICAL

- Do not open any electrical panel or junction box.
- Make sure main panel is readily accessible.
- Check and cap openings in electrical panel.
- Label all breakers at main and sub panels.
- Check all outlets with tester.
- Operate all lights and fans.
- Balance any wobbling ceiling fan.
- Check all Ground Fault outlets or breakers.
- Install Ground Fault protection at kitchen, baths, garage, exterior, and basement where not installed.
- Consult with an electrician on upgrades to your electrical system (especially on older homes).

BATHROOM

- Check for leaks at all fixtures.
- Check for leaks of shower doors.
- Check bath outlets for grounding and ground fault protection.
- Check bathroom heaters.
- Keep all caulk joints properly sealed.
- Inspect for adequate ventilation.

INTERIOR

- Check stairs and handrails.
- Operate and inspect all doors.
- Operated and inspect all windows.
- Inspect wall and ceiling for unusual cracks or stains.
- Check floor coverings.
- Test all smoke detector.
- Install smoke detectors on all floors & inside each bedroom.
- Test carbon monoxide detector (install if not present).
- Check clothes dryer vent pipe.

GARAGE

- Check condition of garage floor.
- Inspect fire rated walls of garage.
- Inspect fire rated door of garage.
- Operate garage doors.
- Test the auto reverse on the garage door.
- Check for safety cable in the garage door springs.
- Check GFCI on garage outlets.