

Preventive Maintenance Checklist

The importance of maintaining your home on a regular basis is directly comparable to maintaining a car. If you never change the oil or get the car tuned up, little problems will eventually become big problems. Numerous components and equipment require periodic maintenance. This checklist will help you pinpoint some specific maintenance items that should be performed at different time periods.

MONTHLY

Check and replace your air conditioning filter, vacuum air supply and air-return registers to remove dust and lint. Use your electric bill to remind you.

QUARTERLY

Test all of the smoke alarms and replace batteries if needed. Clean and vacuum detectors and openings as necessary.

Inspect and caulk ceramic tile and/or marble surrounds at tubs and/or showers. Use silicone.

Clean out faucet aerators in kitchen sinks, spray nozzles and check for clogs in drains.

Add water to all house drains if they have not been used regularly in the past month. This will prevent sewer fumes from backing up into house.

Check all ridge vents, roof vents and plumbing stacks. Reseal with clear silicone when necessary.

Check pipes and drains for water leakage.

Clean disposal blades by grinding up ice cubes. Freshen it with baking soda and by grinding citrus fruit rinds.

Inspect heating and air conditioning system. Inspect pans and overflow for any standing water.

Lubricate door hardware and locks. Check screws on door lockset and hardware and tighten as necessary.

Check weather stripping at exterior doors and adjust if necessary.

Check and repair (if needed) all exterior caulking at windows, doors and siding. Check exterior painted surfaces for damage and weathering.

Check roof to verify no debris is blocking proper water drainage.

Check and verify that there is proper drainage around home. Check around foundation for erosion and fill eroded areas.

ANNUALLY

Inspect water heater; drain water heater and refill.

Lubricate garage overhead door tracks. Tighten all bolts on garage door.

Inspect and clean any discoloration and repaint exterior (if needed).

Check and repair settling cracks in walls and/or ceiling drywall after first year.

Have chimney professionally cleaned as necessary.

Have HVAC contractor perform seasonal maintenance checkup.

Check attic to insure that soffit vents are not blocked with insulation due to dislocation of insulation from wind.

Move insulation back to its original location to fill voids on the attic floor.