

REGULAR MAINTENANCE SCHEDULE

Regular Maintenance Really Matters.

Think of your home like any other relationship in life. It requires time, attention, and work. A little neglect can turn into a big issue down the line. But regular TLC goes a long way.

So, what is the best type of maintenance? Preventative. Routine upkeep maintains the quality of your new home and avoids common, costly problems. Set aside some time to keep your home happy with these checklists. Your home will thank you and so will your wallet.



Monthly Checklist

Air Conditioning & Heating

- Check and replace dirty air filters.
- Vacuum the air supply and return registers to remove dust and lint.

Homeowner Hint: Have a furry Fido or Felix enjoying your new home? Pet hair left unchecked can reduce the lifespan of HVAC units and compromise air quality.

Faucets & Drains

- Use a rust or scale remover to clean aerators if you have hard water.
- Flush hot water, baking soda, and vinegar down drains to eliminate odors and prevent clogs.

Garbage Disposal

- Clean and sharpen disposal blades by grinding ice cubes. Eliminate odors with baking soda, vinegar, and citrus rinds.
- Reset Ground Fault Circuit Interrupters (GFCI). These are the buttons on outlets near water sources.

Interior Caulking

- Caulking separations are a normal part of wear and tear. Grab the right caulk and check these areas around your home: sinks, bathtubs, faucets, toilets, countertops, backsplashes, ceramic tile walls and floors, and window sills.

Range Hood Fan

- Clean or replace dirty filters.

Smoke Detectors

- Test all smoke detectors throughout the home.
- Clean detector openings and sensors.

Homeowner Hint: When one smoke detector battery lets you know it is low, go ahead and replace the batteries in every detector throughout the home. It will save time in the long run and ensure your family stays safe.

Water Filters & Softeners

- Hard water is tough on filters and softeners. Replace water filters and ensure the water softener is properly loaded with salt to prevent calcium, magnesium, and iron build-up.



Six-Month Checklist

Air Conditioning & Heating

- Have an HVAC service technician perform a six-month check-up for homes located in high-temperature and high-humidity areas.
- Ensure that the concrete pad supporting the A/C unit is level.
- Remove excess leaves, grass, and other debris. There should be at least one foot of clearance around the air conditioner.

Cabinets

- Clean all cabinets and apply a light coat of wax to wood finishes.

Doors

- Tighten any loose screws on the door lock set and hardware.
- Lubricate squeaky door hinges and oil the moving parts of garage doors.
- Clean sliding door tracks and then apply a silicone spray.

Homeowner Hint: Use a silicone lubricant rather than oil, which will cause roller deterioration. However, protect the surrounding floors as silicone can cause discoloration.

Exterior Finishes

- Look for cracks and separations in exterior caulking and fill in the gaps as necessary.
- Examine all exterior painted and stained surfaces (especially doors and decks). Remove chipped paint and refinish as needed.

Hot Water Heater

- Check your water heater's Temperature Pressure Release (TPR) valve. If you have hard water, drain at least five gallons of water from the unit to prevent sediment from building up.

Plumbing

- Look for leaks around water supply lines and valves connected to sinks, toilets, refrigerators, and clothes washers. Do the same for pipes and drains.

Roofing

- Look for broken, thinning, or missing shingles and tiles. Check for gaps in the flashing.
- Clean gutters and downspouts. Blockages cause water to stick around the house which can lead to rot and mold.

Windows

- Check the weather stripping around windows and replace if pieces are missing or light shines through.
- Ensure windows open and close smoothly. Clean and lubricate the tracks with a silicone spray if needed.
- Inspect window screens and replace if you see visible signs of damage



Annual Checklist

Attic

- Inspect the attic for blocked soffit vents or displaced insulation causing gaps on the attic floor.
- Look for signs of roof leaks.
- Check for hints of insect and rodent infestations.

Doors

- Repair or replace the weather stripping on exterior doors that fail to prevent airflow.
- Tighten all garage door bolts.
- Check exterior door fits and adjust as necessary.

Windows

- Look for caulking gaps around all windows on your home's exterior.

Air Conditioner

- Schedule a routine maintenance check with an HVAC professional.

Clothes Dryer

- Disconnect the dryer hose and remove any lint build-up. Lint decreases dryer efficiency and creates a fire hazard.

Fireplace

- Schedule a chimney cleaning with a professional chimney sweep.

Homeowner Hint: The cleaning process should include an inspection of the chimney to look for leaks, cracks, and defects—plus nests of wildlife living in your home rent-free.

Pest Treatment

- Contact an exterminator to inspect and treat for termites and other pests.

Pressure Cleaning

- Remove mildew and dirt from roof tiles and shingles.
- Clean pavers, patios, driveways, and sidewalks.
- Spray exterior finishes like siding, stucco, bricks, and stone for mildew and dirt.

Septic Tank

- Check the septic tank and look for signs it needs pumped.

Homeowner Hint: Most household septic tanks should be pumped every three to five years. Signs of a full septic tank are slow drains, standing water around the unit, bad smells, and backup.

SEASONAL MAINTENANCE SCHEDULE

Season's Greetings

A home's needs change with the seasons. Use these checklists to keep your home in tip-top shape regardless of whether the flowers are blooming or the snow is falling outside.

Winter Home Maintenance Checklist



- Clean exhaust fans and filters
- Inspect wood burning or gas fireplaces and chimneys
- Check smoke and carbon monoxide detector batteries
- Fix interior leaks to avoid mold
- Let in some fresh air to reduce the build-up of toxins
- Insulate all pipes by windows and doors
- Disconnect the garden hose and winterize outside faucets
- Prune trees and branches susceptible to breaking during winter storms
- Remove roof and gutter debris to prevent ice from accumulating
- Have salt and shovels ready to keep walkways ice-free

Spring Home Maintenance Checklist



- Make sure electrical cords are not frayed or cracked
- Replace HVAC furnace filters and lubricate the blower motor
- Clean and inspect ducts and vents
- Remove dirt and dust from the A/C compressor
- Check for plumbing leaks and fix dripping faucets
- Drain water heater sediment and lubricate the circulating pump and motor
- Replace damaged window frames and screens
- Examine foundation and masonry for deterioration
- Treat decks and porches for mildew and fungus
- Secure loose rails, stairs, and boards

Summer Home Maintenance Checklist



- Check all window and door locks
- Examine fireplaces for cracking or damaged masonry during the annual cleaning
- Swap out garage door and lock codes for new ones
- Survey for signs of mold throughout the house
- Inspect and clean ceiling fans
- Make sure floors, walls, and ceilings appear straight and level
- Investigate exterior wood structures for rot or deterioration
- Secure window wells and crawl spaces
- Ensure no septic tank or leach field leaks exist
- Scrutinize siding for dents, damage, bowing, or loose planks

Fall Home Maintenance Checklist



- Clean accumulated dust out of alarms
- Have a licensed professional inspect the gas heater or furnace to avoid carbon monoxide poisoning
- Remove all flammable materials from around heating units and vents
- Ensure the attic is well-ventilated and the insulation is dry and mold-free
- Clean humidifiers to avoid bacteria and spores
- Add weatherstripping to keep out drafts and dust
- Anchor outdoor play equipment should inclement weather strike
- Check sidewalks and driveways for cracked or uneven pavement that can create falls
- Clean gutters to avoid water overflow and falling debris
- Seal gaps where rodents and pests can enter the home as temperatures drop