



Home Maintenance Schedule/Checklist



Foundation – Masonry – Exterior	Spring	Fall	As Required
Check foundation walls, floors, concrete & masonry for cracks heaving and/or deterioration	•	•	•
Check chimneys for loose & deteriorated mortar & bricks	•	•	
Check all wood surfaces for rot and paint deterioration	•		
Check crawl space for moisture and leakage after rain	•		
Check lot grading for proper slope away from foundation			•
Check all decks, patios, stairs and railings for loose members and for deterioration	•		
Check walkways & driveways for trip hazards			•
Check crawlspace & attic vent screens for damage/obstructions	•		
Plumbing	Spring	Fall	As Required
Check faucets, exterior hose bibs and supply valves for leaks			•
Check for leaks around & under sinks, showers, toilets & tubs			•
Check water heater for leaks and/or corrosion	•		
Check sprinkler system for leaky valves, exposed lines and general performance and coverage	•		
Determine & record the location of the main water shut-off valve			•
Have well water tested for coliform bacteria	•	•	
Winterize exterior plumbing connections		•	
Have septic system cleaned every two years			•
Doors and Windows and Exterior	Spring	Fall	As Required
Check for loose or missing glazing putty (if applicable)		•	•
Check all window and door hardware			•
Check for broken glass & damaged or missing screens	•		•
Check caulking for deterioration at all openings and all joints between wood and masonry		•	•
Check weatherstripping condition; replace if worn or damaged		•	•
Check all exterior caulking and seals for deterioration	•		
Check al exterior surfaces (brick or wood) for deterioration	•		•
Check garage door opener's auto-reverse & safety mechanisms	•	•	•

HVAC (Heating and Cooling)	Spring	Fall	As Required
Clean or exchange furnace filters every 3 months			●
Check fireplace and/or wood stove flue every 6 months			●
Keep area uncluttered around heating and cooling equipment			●
Have furnace/A/C system(s) annually serviced			●
Make certain that the exterior compressor is level			●
Make certain that the exterior A/C lines are properly insulated			●
Check fan belt tension on condenser/compressor motors		●	●
Lubricate fan & blower motor bearings		●	
Electrical	Spring	Fall	As Required
Check lamp cords, extension cords & plugs for wear/damage			●
Test GFCI's for proper operation			●
Test circuit breakers by tripping every six months			●
Occasionally check accessible wiring and cable. Replace if they show any sign of wear or damage			●
Locate all electrical service panels and label each circuit			●
Check arc fault interrupters operation every 6 months			●
If a fuse or circuit breaker activates (blows) frequently, contact a licensed electrician for evaluation or repairs			●
Replace smoke detector batteries once per year			●
Interior	Spring	Fall	As Required
Check all tile joints for adequate grouting and seal all grout lines	●		
Check and renew caulking around showers, tubs, sinks & toilets	●		●
Locate of gas shut-off valves and label them			●
Check ceilings and around windows for evidence of moisture intrusion during rain events			●
Check ceiling areas beneath bathroom(s) for evidence of leaks			●
Check all stairs and railings for any loose members			●
Check all dryer vents			●
Check all fire and safety systems regularly			●

Roofs	Spring	Fall	As Required
Check for open seams, blisters or worn areas on flat roofs			●
Check for missing, loose or damaged shingles	●		
Clean gutter, strainers and downspouts			●
Make sure downspouts divert water away from the foundation slab/walls			●
Check for any evidence of water penetration in attic and ceilings during/after rain			●
Check flashings around all vents, skylights and other openings	●	●	●
Trim back all tree limbs and vegetation away from home	●	●	●
Check fascia and soffits for deterioration and/or damage	●		



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