



Home Preventive Maintenance Check List

What Is Preventive Maintenance?

Preventive maintenance means: “take care of the little things before they become **BIG PROBLEMS**”! As a homeowner, you cannot afford to sit back and wait until something breaks before you address it.

INSIDE:

Take care of household appliances (stove, refrigerator, washer, dryer), and major heating, electrical and plumbing systems, so they continue to provide you with quality services. Follow Manufacturer’s guides for regular service and maintenance, and report problems immediately, while they are small.

OUTSIDE:

Pay close attention to the outside of your house and watch for roof and gutter problems. Slow wear and tear can lead to serious, expensive problems. For example, a small roof leak that is not repaired can cause ceiling beams to warp. That could lead to cracked ceilings and inner wall damage, and that could lead to cracked ceilings and inner wall damage, and that could lead to **BIG PROBLEMS**.

Below is a list of items we have provided to help you maintain your new home. The list below is not limited to everything needed to maintain your home just a helpful guide line. Of course as problems are identified it is recommended that they be corrected or fixed by the appropriate qualified contractor.

MONTHLY

Sink/Tub Stoppers and Drain Holes:

- Clean out debris.

Garbage Disposal:

- Flush with hot water and baking soda. Note: Lemon and Lime peels will remove that stinky order.

Water Softener:

- Check water softener salt drum and replenish salt if necessary.

Forced-Air Heating System:

- Change filters once a month if user’s manual recommends fiberglass filters.

Extinguisher:

- Check that it’s fully charged; recharge or replace if needed. If one in not installed recommend purchasing one for your home.

EVERY 2 MONTHS

Wall/Ceiling Registers:

- Clean grills.

Range Hood:

- Clean grease filter.

EVERY 3 MONTHS

Faucet:

- Clean aerator.

Tub Drain Assembly:

- Clean out debris; inspect rubber seal and replace if needed.

Floor and Outdoor Drain Grates:

- Clean out debris.

EVERY 6 MONTHS

Smoke Detector:

- Test batteries and replace if needed.

Toilet:

- Check for leaks and water run-on.

Interior Caulking:

- Inspect caulking around tubs, showers, and sinks; replace any if it is deteriorating.
- All joints in ceramic tile, laminated plastic, and similar surfaces.

Forced-Air Heating System:

- Change semi-annually if user’s manual recommends high efficiency pleated or HEPA-style filters.

EVERY SPRING

Roof:

- Inspect roof surface, flashing, eaves, and soffits; repair if needed.

Gutters and Downspouts:

- Clean them out or install no-clean version. Inspect and repair weak areas; check for proper drainage and make repairs if needed.

Siding:

- Inspect and clean siding and repair if needed.

Exterior Caulking:

- Inspect caulking and replace any that is deteriorating.

Windowsills, Doorsills, Thresholds:

- Fill cracks, caulk edges, repaint; replace if needed.

Window and Door Screens:

- Clean screening and repair or replace if needed; tighten or repair any loose or damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.

Plumbing System:

- Inspection for Hoses for leaks.
- Inspection for Water heater for leaks.
- Inspection for Faucets for leaks.

EVERY FALL

Gutters and Downspouts:

- Clean out. Inspect and repair weak points; check for proper slope.

Chimney or Stovepipe:

- Clean flue (more frequently if needed); repair any cracks in flue or any loose or crumbling mortar.

Thermostat:

- Clean heat sensor, contact points, and contacts; check accuracy and replace thermostat if it is not functioning properly.

Ground and Yard:

- Drain outside waterline and hoses (disconnect hoses from sill-cocks).

Smoke Detectors:

- Check and replace batteries. Always replace batteries when you set your clocks back in the Fall.

Fences:

- Posts, gates and slats for deterioration.

Roof:

- Inspect for Damaged, loose &/or bubbled shingles.

Garbage Disposal:

- Tighten drain connections and fasteners.

Clothes Washer:

- Clean water inlet filters; check hoses and replace them if they are leaking.

Clothes Dryer:

- Vacuum lint from ducts and surrounding areas.

Wiring:

- Check for frayed cords and wires; repair or replace them as needed.

Range Hood:

- Wash fan blades and housing.

- Attic for water stains or dampness.
- Flashing damage (metal around chimney, vents, etc.)
- Damaged gutters, downspouts, hangers, and splash boxes.
- Low tree limbs brushing against roof.

Exterior Walls:

- Inspect wall masonry for cracks and loose joints.
- Painted surfaces for chipping and peeling.
- Siding and trim for damage or decay.
- All trim for tightness of fit.

Doors and Windows:

- Doors, windows and trim for decay or rot.
- Window glass for loose putty.
- Windows and doors for broken glass and damaged screens.
- Weather stripping for damage and tightness of fit.
- Caulk at doors, windows & all other openings & joints.
- Clean window and door screens.
- Lubricate window hardware.

ANNUALLY**Foundations:**

The base of your house on the outside, for soft, chipped or rotten wood which could be a sign of termites.

The ground around your house to insure that it is built up around your foundation so that water runs away from the house.

Interior walls and floors to see if there are signs of water damage.

Inspect tree roots that are growing near or under the foundation for cracking

Main Cleanout Drain:

- Have a "rooter" professional clean out the main line, particularly if there are mature trees in your yard whose roots could have cracked the pipe in their search for moisture.

Water Heater:

- Drain water until it is clear of sediment; test temperature pressure relief valve, clean burner and ports (gas heater)

HVAC System:

- Have a professional tune up your heat/air conditioning system.

Carpets professionally cleaned:

- Get rid of all those dust mites, and deep dirt you can't get to yourself.

Septic Tank:

Have a professional check the tank (watch for backup throughout the year). In many areas, it is recommended that the tank be pumped every year.

LAWN CARE

WHAT IS INVOLVED IN HAVING AND MAINTAINING A HEALTHY LAWN?

Lawn care is not very hard, but it will require time to get things started correctly.

However, once your lawn is established and healthy, you'll spend less time working in the yard and more time enjoying it. There are 4 steps to successful lawn care:

1. Fertilizing
2. Watering
3. Mowing
4. Controlling insects and disease

WHY BOTHER TO HAVE A NICE LAWN?

You and your neighbors will be happy when your lawn is well cared for. Problems with your lawn could cause your neighborhood to look bad. In addition, weeds and other lawn diseases could infect other yards. The longer you wait, the more work it is going to require to get your lawn back into shape, so let's get going!

HOW DO I GET STARTED?

If your lawn has little or no grass, you may want to buy sod and/or grass seed to spread over needed areas. You can buy this at any home improvement or lawn and garden store. Follow directions on the package for a healthy lawn.

WHAT DOES IT TAKE TO KEEP A NICE LAWN NICE?

To maintain your lawn you need to know how to keep it in good shape. The following chart is a lawn care guide.

CARING FOR YOUR LAWN

MOWING

- Once/twice a week depending upon rainy climate and/or your watering schedule.

FERTILIZING

- Fertilize every 6 to 8 weeks.

WATERING

- Thoroughly soak once a week. Water every 5 to 10 days in a dry period. Test your sprinkler system to ensure even coverage.

INSECT/DISEASE CONTROL

- Consult lawn and garden professionals for method of insect and disease control.

Another important step in lawn care is cultivation. Following are cultivation steps you should follow:

1. Trim your lawn in early spring to get rid of the dead grass.
2. Add fertilizer and weed killers.
3. If the soil is compacted you will need to aerate (punch holes throughout the ground).

A good time to fertilize is when you aerate. This will get the fertilizer to the roots of your grass. And don't forget the flowers!