

Home Maintenance Checklist



Use this list as a starting place to keep track of your home maintenance responsibilities. You can use the extra space provided for additional items unique to your home or region.

DATE PERFORMED	INTERIOR
	Twice a year, check smoke and carbon monoxide detectors. Replace the batteries at least once a year.
	Inspect caulk around bathtubs, showers, sinks, and toilet base. Caulk prevents moisture from seeping into walls and floor, so replace when needed.
	Occasionally flush water down seldom-used showers and sinks.
	Check basement, attic, and crawl spaces for moisture or leaking water and damage.
	Inspect wall surfaces and ceiling for damp spots, mildew, discoloration, cracks, or bulges caused by leaks and condensation.
	Check ceilings at exterior edge and window for water damage or ice buildup during winter months.
	Check dryer vent for lint buildup and proper connection.
	Remove dust from the kitchen range vent and the condensing coils on the refrigerator.
	Inspect exposed wiring, cables, and plugs for damage and wear. Replace at first sign of damage.
	Test ground fault circuit interrupter outlets in the kitchen, bathroom, and basement. Test by pushing "T" and then reset by pushing "R."
	When in use, replace furnace and air conditioner filters monthly.
	Clean and service heating systems annually.
	Check fireplace firebox and flue, inside the chimney, for creosote buildup. If it is more than 1/8 inch thick, the chimney needs professional cleaning.

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DATE PERFORMED	EXTERIOR SPRING & SUMMER
	Inspect windows for damage and loose putty. Clean windows and install screens.
	Check roof and have missing, loose, or damaged shingles replaced.
	Check the fascia, soffit, and edge of the roof for rotting wood or flaking paint.
	Clean gutters and downspouts.
	Inspect and touch up exterior paint.
	Inspect exterior walls for peeling, cracks, loose siding, or stucco damage.
	Repair any cracks or other deterioration on the foundation.
	Check and repair steps, sidewalks, and railings.
	Treat exterior wood for splintering, decay, and insect damage.
	Check retaining walls for signs of cracks or movement due to water pressure.
	Check grading (dirt) for proper slope away from foundation walls. It should be a least 6 inches.
	Remove seedlings and small trees growing near foundation and in sidewalks. Remove vines clinging to the side of the home.
	Remove fallen leaves, dead plants, and lawn debris.
	Trim trees and shrubs, especially those touching the exterior.
	Keep grass cut and watered. Longer grass in the hot months will reduce need for watering.



Home Maintenance Checklist



DATE PERFORMED	EXTERIOR FALL & WINTER
	Inspect windows for damage and loose putty.
	Replace deteriorated weather-stripping around doors and windows.
	Remove window air-conditioning units or use weatherproof cover and seal air passage around the unit.
	Clean gutters and downspouts.
	Trim trees, shrubs. Rake and remove leaves from yard, street, and storm sewer openings.
	Shut off valve to exterior faucets and drain faucet and hose.
	Patch worn sections of the driveway and coat with sealer.
	Have septic tank professionally cleaned once every two years.
	For snowy climates, shovel sidewalks and driveways and avoid using salt to melt ice as it corrodes the concrete. Sand can be used instead.
	Watch for "ice dams" that build up near the edge of the roof, which can ruin insulation and damage the roof. Caution: removing ice dams can also damage the roof. Reducing heat loss with insulation is the best prevention.