

# Home Maintenance Checklist

*A helpful tool to maintain a healthy indoor environment to increase your quality of life and the life of your home.*



|        |      | Exterior  |
|--------|------|---|
| Spring | Fall |   |
|        |      | Inspect all wood framing for signs of rats, bats, roaches, termites, squirrels, mice and other pests. Contact a professional as needed to treat.      |
|        |      | Check exterior siding and trim for loose pieces and chipped or peeling paint. Repair and repaint as needed  |
|        |      | Check for and replace decaying or damaged trim around the windows and doors.  |
|        |      | Inspect foundation and masonry for cracks. Hire a professional to repair as needed.   |
|        |      | Check for signs of leaks  |
|        |      | Yard  |
| Spring | Fall |   |
|        |      | Clear dead plants/shrubs from the house and trim branches of trees that overhang the roof.  |
|        |      | Inspect fence and deck for problems that may lead to wood rot. Clean, repair, reseal, and repaint as needed.  |
|        |      | Check all garden hoses for leaks and repair as needed.  |
|        |      | Drain all outdoor faucets and hoses. Store the hoses for winter.  |
|        |      | Hire a professional to clean out the main sewer line, especially if mature trees are present in your yard. (annually)                                 |
|        |      | Windows & Walls   |
| Spring | Fall |   |
|        |      | Clean window wells (semicircular barriers usually found surrounding basement windows) around the exterior of the house and check for proper drainage. |
|        |      | Check weather-stripping and caulking around windows and doors. Check for signs of leaks and repair or replace as needed.                              |
|        |      | Repair or replace cracked or broken windows.  |
|        |      | Inspect the home interior walls and floors for termites. Contact a professional if treatment is needed.   |
|        |      | Check operation of windows and doors. Install screens, lubricate, and repair as needed.   |

|                 |             | <b>Roof &amp; Attic</b>   |
|-----------------|-------------|---|
| <b>Spring</b>   | <b>Fall</b> |   |
|                 |             | Clean gutters and downspouts (may need to be done more frequently). Make sure they discharge water 2-3 feet away from the house.  |
|                 |             | Check flashing around the chimney, plumbing vent, skylights and other joints to ensure it is securely fastened; repair as needed.   |
|                 |             | Inspect the roof surface, shingles, eaves, and soffits; repair as needed.   |
|                 |             | Check that attic insulation is in place; add more where needed. Check vents to make sure they are free of debris and working properly.  |
|                 |             | Check for signs of leaks and repair as needed.  |
|                 |             | Inspect attic for signs of rodents, bats, roaches, termites, and other pests. Treat as needed; you may want to hire a professional.   |
|                 |             | Check ductwork connections to make sure that fans exhaust to outdoors.  |
|                 |             | <b>Appliances</b>   |
| <b>Spring</b>   | <b>Fall</b> |   |
|                 |             | Check bath and kitchen exhaust fans and clean the screens; repair as needed.  |
|                 |             | Clean dehumidifier coils, check operation and replace the filter.   |
|                 |             | Clean the garbage disposal  |
|                 |             | Clean the refrigerator and freezer; wash door gasket, vacuum condenser coils, and empty drip pan. Check the door seal by closing it on a dollar bill. If you can easily remove the bill, that it is time to replace the gasket. |
|                 |             | Clean washing machine water inlet filters; check hoses - replace if leaking.  |
|                 |             | Vacuum clothes dryer lint from ducts and surrounding areas. (You should be cleaning the filter after each use).   |
|                 |             | <b>Plumbing &amp; Bathrooms</b>   |
| <b>Spring</b>   | <b>Fall</b> |   |
| every 3-7 years |             | Hire a professional to pump your septic tank to prevent backup. This may need to be done more frequently if you have a garbage disposal.  |
|                 |             | Check toilets and tanks for leaks; repair as needed.  |
|                 |             | Check and repair any faucet, tub or shower leaks.   |
|                 |             | Inspect the caulking and grout around toilets, tubs, showers, and sinks; if caulking is damaged, scrape it out and re-caulk.  |
|                 |             | Remove shower heads and remove sediment.  |
|                 |             | Check water-purification and water softener filters; change as needed.  |
|                 |             | Inspect water heater for leaks, corrosion, and proper operation (you may opt to have a plumber do this); inspect flue assembly for gas water heaters.   |
|                 |             | Check water main/meter or well pump for leaks or sweating.  |
|                 |             | Test the water heater pressure and temperature relief valve for proper operation.   |

|               |             | <b>Electrical</b>   |
|---------------|-------------|---|
| <b>Spring</b> | <b>Fall</b> |   |
|               |             | Check for frayed/damaged cords and wires. Check exposed wiring in basements and call an electrician if there are dangerous conditions.                                    |
|               |             | Clean all light fixtures, interior and exterior.  |
|               |             | Inspect indoor and outdoor outlets to ensure they are in safe, working condition. Contact a professional electrician if needed.   |
|               |             | Trip the circuit breaker and test ground fault interrupters to ensure proper protection; label switches if needed.  |
|               |             | <b>Heating &amp; Cooling</b>  |
| <b>Spring</b> | <b>Fall</b> |   |
|               |             | Replace air filters (this may need to be done more frequently depending on your HVAC system).   |
|               |             | Dust off ceiling fan blades. Run the fan counterclockwise during spring/summer and clockwise during fall/winter.  |
|               |             | Hire a professional to tune-up heating and cooling system.  |
|               |             | Cover or remove any window air-conditioner units; seal openings.  |
|               |             | Inspect the ductwork and vents; clean as needed.  |
|               |             | Check the fireplace damper and clean the chimney (you may opt to hire a professional to do this).   |
|               |             | <b>Basement/Crawl Space</b>   |
| <b>Spring</b> | <b>Fall</b> |   |
|               |             | Check for signs of mold, moisture, water damage, and leaks. Repair as needed.   |
|               |             | Look for signs of rats, bats, roaches, termites, squirrels, mice, and other pests. Seal openings to keep pests out. Treat as needed; you may want to hire a professional. |
|               |             | Check that the sump pump and floor drain are working properly.  |
|               |             | <b>Garage</b>   |
| <b>Spring</b> | <b>Fall</b> |   |
|               |             | Check operation of the garage door safety shut-off.   |
|               |             | Look for signs of rats, bats, roaches, termites, squirrels, mice, and other pests. Seal openings to keep pests out. Treat as needed; you may want to hire a professional. |
|               |             | Clean out your garage, properly disposing of paint thinners, household cleaners, and pesticides.  |
|               |             | Check for signs of water damage and leaks; repair as needed.  |
|               |             | Have your lawnmower serviced.   |
|               |             | Empty and clean gas cans.   |
|               |             | Clean and store garden tools once all fall yard work is completed.  |
|               |             | Repair cracks and gaps in the driveway and walkway.   |

|               |      | Safety   |
|---------------|------|--|
| Spring        | Fall |  |
| monthly       |      | Check that your fire extinguisher is fully charged; recharge or replace as needed.   |
|               |      | Change the batteries in all smoke and carbon monoxide detectors.   |
|               |      | Review your home evacuation plan and ensure escape ladders are available and working.  |
|               |      | Update your home emergency plans in case of fire, tornado, etc., and be sure that each family member knows his or her role.  |
|               |      | If your drinking water comes from a private well, you should have it tested. In Burke County, visit the Environmental Health website at <a href="http://burkenc.org/2286/Environmental-Health">burkenc.org/2286/Environmental-Health</a> |
| every 2 years |      | Test your home for radon. Visit <a href="http://epa.gov/radon">epa.gov/radon</a> for more information or to locate a test kit.   |

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