



# The Homeowner's Maintenance Checklist

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After Move-In . Every Month . Every Six Months . Annually

Additionally, you may be provided with manufacturer manuals and operating instructions for various appliance and systems in your home. The suggested maintenance procedures in these manuals should be closely adhered to.

## After Move-in Checklist

### ■ Bathrooms and main Floors

- Apply grout sealer to ceramic tile grout if you wish to give the grout additional protection against discoloration from spills and stains.

### ■ Electric

- Locate the main circuit breaker in the electric panel box and show family members how to turn it off in case of an emergency.

### ■ Fire Extinguisher

- Purchase a general purpose fire extinguisher for each floor of the home plus one small kitchen extinguisher in case of grease fires. demonstrate proper usage to family members in case of emergency

### ■ First Aid Kit

- Keep first aid materials and a book on first aid procedures in an accessible location.

### ■ Flooring

- Attach furniture protectors underneath furniture legs to protect floor finishes.

### ■ Landscaping

- Review and implement the recommendation in the Landscaping and grading Selection of this manual.

### ■ Plumbing

- Locate the main water line shut-off valve and all individual plumbing fixture valves, and show all family members how to close them in case of a plumbing emergency.

### ■ Gas

- If your home has natural gas, locate the gas shut-off valve by the gas meter and show all family members how to close it in case of an emergency.

## Every Month Checklist

### ■ Air Conditioning and Heating

- Check air filters and clean or replace as necessary.
- Vacuum air supply and air return register to remove dust and lint.

### ■ Garbage Disposal

- Clean disposal blades by grinding up ice cubes. Freshen it with baking soda and by grinding up citrus fruit rinds.
- Test and rest Ground Fault Circuit Interrupting (GFCI) breaks.

### ■ Interior Caulking

- Check for cracks or separations in caulking around the sink, bathtubs, toilets, faucets, countertops, backsplashes, ceramic tile walls, ceramic floors, window sills, and any other areas originally caulked by your builder. To repair these areas, use an appropriate caulking compound and follow the caulking instructions in the relevant sections of this manual.

### ■ Range Hood fan

- Clean or replace dirty filters

### ■ Sprinkler System

- Adjust sprinkler heads for proper coverage.

## Every 6 Months Checklist

### ■ Cabinets

- Clean and apply a light coat of wax to wood-finish cabinets

### ■ Caulking/Painting

- Check all areas originally caulked by the builder, especially exterior windows and doors.
- Check exterior paint and stain surfaces ( especially stained doors) and refinish as needed.

### ■ Doors

- Check screws on door lockset and hardware, and tighten as necessary.
- Lubricate bi-fold and by-pass doors as necessary.
- Clean sliding door track and apply silicone spray to tracks as necessary. Caution- only use a silicone lubricant; oil will cause the rollers to deteriorate. Take the necessary steps to protect adjacent flooring from the silicone, as it may cause discoloring. Oil moving parts of the garage doors.

## Every 6 Months Checklist

### ■ Electric

- Check electrical extension and appliance cords. Replace frayed or split cords.

### ■ Exterior Finishes

- Check for cracks and voids in exterior caulking and re-caulk as necessary. Follow the maintenance instructions contained in the painting sections of this manual.

### ■ Roofing

- Visually inspect the roof from the ground for broken or missing tiles or shingles and gaps in flashing.
- Check and clean gutters and downspouts, if installed.

### ■ Air Conditioning System

- Have an HVAC contractor perform a six-month maintenance check-up if you live in a high temperature, high humidity area.
- Ensure that air supply registers are not blocked by rugs, draperies or furniture.
- Make certain the concrete foundation that the A/C unit sits on is level.
- Remove excess leaves from vents.

### ■ Plumbing

- Check assessable water supply lines and valves to sink, toilets, refrigerator, and clothes washer, Tighten if loose or leaking.
- Clean out faucet aerators, spray nozzles and drains.
- Check pipes and drains for water leakage.

### ■ Windows

- Check sills for caulking cracks or separations and re-caulk as necessary.
- Check weather stripping around windows and repair or replace as necessary.
- Check windows for smooth opening and closing operation. clean tracks and lubricate as necessary, using silicone spray.
- Inspect window screens and repair or replace them as necessary.

### ■ Fire Extinguishers

- Check fire extinguishers to ensure they are fully charged.

### ■ Smoke Detectors

- Test smoke detectors and change batteries if needed. If you live in the part of the country that has Daylight Savings Time when you change your clocks would be a good time to change your batteries.

# Annually Checklist

## ■ Attic

- Check attic vents to ensure that soffit vents are not blocked with insulation and move insulation back to its original location if there are voids on the attic floor.
- Check inside the attic for signs of roof leaks. Be extremely careful not to damage or disturb electrical wiring or plumbing pipes that may be in the attic.

**Caution: Be extremely careful entering, exiting, and walking in the attic. If you are unsure of performing this task, you should contact a contractor.**

## ■ Cabinets

- Check drawers and hinges for proper alignment. Tighten and adjust as needed.

## ■ Doors

- Check and repair or replace weather stripping on exterior doors as necessary.
- Tighten all bolts on the garage door.
- Check the fit of exterior doors at their thresholds. Many designs are adjustable.

## ■ Windows

- Check all windows for gaps in caulking on the exterior of the house.

## ■ Air Conditioning System

- Have HVAC contractors perform annual maintenance check-ups.

## ■ Clothes Dryer

- Check dryer hose for lint. A clogged hose may decrease the drying efficiency of the dryer.

## ■ Fireplace

- Have chimney professionally cleaned as necessary.
- Inspect chimney for nests.

## ■ Plumbing

- Remove water heater residue following instructions in the plumbing fixtures section of this manual.

## ■ Pressure Cleaning

- Clean roof tiles and asphalt shingles ( where applicable) of mildew and dirt as necessary.
- Clean pool deck and reseal as necessary.
- Clean pavers, driveways, patios, and walks as necessary.
- Clean exterior finishes such as siding, stucco, brickwork, a stone of mildew, and dirt as necessary.

## ■ Septic Tank

- Check and clean as necessary.

## Seasonal Checklist

- Follow all instructions for the safe operation of any fireplace or wood-burning stove.
- Brush snow off gutters and away from downspouts, as applicable.
- Remove ice and snow from concrete surfaces and avoid using de-icing agents with damaging salts.
- Decorate safely for the holidays. Do not overload circuits or use worn extension cords.
- Winterize/service sprinkler system.
- On pleasant days, open windows to allow house to breathe.
- If your home has hurricane accordion shutters, tracks should be lubricated and shutters tested prior to the start of the hurricane season.

## A Social Checklist for Condensation, Mold & Mildew

### Interior Mold in Residential Buildings

Mold and mildew in residential homes are not new. Mold grows on damp or wet surfaces. Left untreated, mold spores can become airborne. Spores are like seeds when they settle on vulnerable surfaces and they can consume organic material since they are part of our ecological system, helping to recycle organic material. Based on this information, detecting moisture is the key to resolving the problem. Musty air in the home is a warning sign. Homeowners need to be aware that, under the right conditions, some condensation could appear on walls, windows, or in the air conditioning vents. In such cases, one must clean and dry these areas and increase the ventilation in the home. Obtain a dehumidifier for any area with persistent dampness, such as a basement that isn't air-conditioned.

Mold can be prevented in areas where water has been spilled if a leak occurs. In such cases, water could get behind a wall and mold growth could occur. Look for discolored areas (usually black) or mold on surfaces. Such areas also can be caused by problems such as leaky pipes under sinks, windows left open for the rain to come in, water leakage through uncaulked windows, leaky roofs, etc.

Uncontrolled mold can be a health hazard. Proper maintenance of your home will go a long way toward eliminating or keeping moisture and humidity to a minimum. Consult your personal physician or a local government health authority for guidance if there is any concern for your health. The use of some or all of the items below will help to eliminate major problems with mold.



## A Social Checklist for Condensation, Mold & Mildew

- Have your air-conditioning system serviced by a recognized professional company at least annually. Ask for advice from an air-conditioning specialist if you are unsure about the proper usage of your air conditioner.
- When outside weather is warm with low humidity, open windows to allow air circulation through the house.
- Increase circulation of heated air.
- Run the air conditioner during humid months of the year.
- Obtain a dehumidifier for any damp areas of the home, such as steamy bathrooms, basement, indoor pool area, or attached greenhouse.
- Repair any water leaks quickly.

Take measures to keep water away from the foundation. There are many other ways to care for particular situations but the best of all is to use common sense. The objective is to keep your home dry and free from leaks or water intrusion and excessive condensation.

