

MAINTENANCE SUMMARY

ROOFING:

	PERIODICALLY	ANNUALLY	SPRING	FALL
a. Check for loose, damaged, or missing shingles.			✓	✓
b. On flat roofs, check for cracking and blistering.			✓	✓
c. Inspect flashings around chimneys, skylights, plumbing stacks, etc.			✓	✓
d. Be sure television antennas or satellite dishes are well secured.			✓	✓
e. Check vents, louvers, and chimneys for bird or insect nests.			✓	✓
f. Check fascia and soffit boards for water penetration or decay.			✓	✓
g. Keep all debris cleared from roof, especially in and around the valleys.	✓			
h. Trim back tree limbs growing over roof.			✓	✓

EXTERIOR WALLS:

a. Inspect for cracked or spalled brick.			✓	
b. Check for missing, loose or deteriorated mortar and patch as required.			✓	
c. Inspect wood siding for splitting, looseness, warpage, and decay.	✓			
d. Make sure that aluminum and vinyl sidings are properly secured.	✓			
e. Paint or stain wood siding every 3 to 5 years.				
f. Keep all horizontal and vertical trim pieces well caulked.			✓	
g. Be sure trees and shrubbery are trimmed away from siding or brick			✓	✓
h. Check doors and windows for caulking, wood decay, or peeling paint.	✓			
i. Install storm windows in the fall and screens in the spring.			✓	✓
j. Check gutters for damage, looseness, leakage, and misalignment.	✓			
k. Keep debris cleared from gutters and downspouts.	✓			
l. Be sure downspout extensions are diverting water well away from the foundation. Four to six feet is normally adequate.		✓		
m. Inspect the soil around the perimeter of your home making sure that water is diverted away from the foundation.	✓			

ELECTRICAL:

a. Inspect the exterior service cable for fraying or cracking.		✓		
b. Tree branches should be kept clear of wires.			✓	✓
c. Inspect the inside of the service panel for rust, water penetration, and burned or scorched wiring.		✓		
d. Trip the circuit breakers once a year. Ground fault breakers, once a month. If you have fuses, be sure they are screwed in tight.				

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HEATING & COOLING:

a. Be sure to check, replace, or clean filters.	✓			
b. Check for any signs of corrosion, especially around flue pipes, humidifiers, and air conditioning coils.	✓			
c. Have oil burning equipment serviced annually.		✓		
d. Clean or change humidifier pad regularly.	✓			
e. Follow manufacturer recommendations when switching from heating to cooling modes.			✓	✓
f. Make sure the exterior unit remains level.	✓			
g. Inspect the refrigerant lines for missing or damaged insulation.			✓	✓
h. Keep the exterior unit free of debris and vegetation.			✓	✓
i. Wall units should be removed for the winter.				✓

PLUMBING:

a. Inspect the supply and drain lines for leakage.	✓			
b. Drain a small amount of water from the water heater <i>per manufacturers recommendation</i> .	✓			
c. Inspect the sump pump for proper operation.	✓			
d. Make sure all fixtures are firmly secured (toilet, sinks, etc.)	✓			
e. Outdoor faucets, pool equipment and sprinkler systems should be drained in the fall.				✓
f. Have your septic tank checked and cleaned annually.		✓		

INTERIOR/GENERAL MAINTENANCE:

a. Check windows for broken, cracked, loose or missing glass, peeling paint, drafts, and smooth operation. Check double paned units for signs of seal failure (fogging between the glass).			✓	✓
b. Check for loose, cracked, or missing ceramic tile or tile grout.	✓			
c. Check all smoke and carbon monoxide alarms for operation. Change the batteries at least once a year.	✓	✓		
d. Any abnormal slanting or sloping of your floors, walls, or ceilings should be promptly investigated.	✓			
e. Periodically inspect wood beams or columns for moisture damage, pest infestation, or warping (especially in crawl spaces).	✓			
f. Open the crawl vents in the warmer months. Close the vents in the winter months.			✓	✓

ATTIC:

a. Check for signs of water staining on the underside of the roof boards.		✓		
b. Check the roof or gable vents for obstructions such as bird nests.		✓		