



Homeowner's Recommended Maintenance Schedule

Monthly Checklist

Item	What to Do/Look for	Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Fire Alarms	Test every fire alarm/smoke detector in your home by depressing the "test" button; replace batteries as necessary	Monthly												
Fire Extinguishers	Inspect all Extinguishers; recharge as necessary	Monthly												
Drains	Inspect and clear all drains; flow water through each drain to ensure proper drainage	Monthly												
Garbage Disposal Unit	Run ice through the system while water is running	Monthly												
Outlets	Inspect all outlets and test all GFI units; if electrical problems are discovered, contact a professional immediately	Monthly												
Irrigation	Adjust your sprinkler/irrigation system to match the appropriate climate	Monthly												
Landscaping	Mow lawn 2 to 3 times per month; trim hedges, shrubs, trees as appropriate	Monthly												



Seasonal Interior Checklist

Item	What to Do/Look for	Frequency	Time of Year	Date	Results/Followups
Appliances	Keep appliances clean and maintained (per manufacturer's specifications)	As needed			
Sinks	Run water through infrequently used drains to clean the system's traps and prevent excessive bacteria buildup	Twice Yearly	Spring		
			Fall		
Cabinets	Inspect all cabinet hardware including hinges and drawer guides (lubricate-homeowner option)	Yearly	Spring		
Bathroom/kitchen grout	Inspect all grouted surfaces/clean and reseal with silicone-based sealer	Yearly	Spring		
Bathroom Seals	Inspect all seals around sinks, showers, tubs; if caulking is worn, damaged, or missing, repair or replace immediately	Yearly	Spring		
Walls	Look for nails that are beginning to pop out and cracks in the drywall; reset nails and patch holes and cracks	Yearly	Spring		
Outlets	Inspect all outlets; test all GFI units; if you discover electrical problems, contact a professional immediately	Twice Yearly	Spring		
			Fall		
Furnace Filter	The furnace is often the same unit as your AC system; replace the filter to ensure the cleanest possible air	Six times a Year			
Ventilation	Clean all vents and registers	Yearly	Spring		
Lubricate doors/locks	Check all <i>interior</i> door hardware; repair and lubricate as necessary	Yearly	Spring		
Water Heater	Consult the manufacturer's manual on executing a partial drain of the system; this helps to ensure the longevity of the unit; or you may consult a professional	Yearly	Spring		



Seasonal Exterior Checklist

Item	What to Do/Look for	Frequency	Time of Year	Date	Results/Followups
Ground Drainage	Inspect and keep clear; ensure proper drainage away from home	Twice Yearly	Spring		
			Fall		
Downspouts/rain gutters	Inspect downspouts and gutters; remove debris and clear flow of water off roof	Twice Yearly	Spring		
			Fall		
Decks (if applicable)	Inspect; patch cracks; apply sealer as necessary (if wood deck, reseal yearly)	Yearly	Fall		
Fences	Inspect hardware (hinges); lubricate as necessary	Twice Yearly	Spring		
			Fall		
Roof	Look for damaged or missing tiles; have them repaired or replaced by a professional roofer if necessary	Yearly	Spring		
Irrigation System	Inspect all sprinkler system components; ensure proper function, and make sure that sprinklers don't spray directly onto the house	Twice Yearly	Spring		
			Fall		
Exterior Siding	Look for damage or missing paint; fill in cracks and repaint as needed	Twice Yearly	Fall		
Windows	Keep weep-holes clear of debris; check weather seals; repair or replace as necessary	Twice Yearly	Spring		
			Fall		
Garage Door Units	Check for proper operation; lubricate and clean per manufacturer's specifications	Twice Yearly	Spring		
			Fall		
Concrete	Inspect walkways and driveways; fill in cracks with silicone or concrete filler as necessary	Twice Yearly	Spring		
			Fall		
Doors, locks, and sliding doors	Lubricate your <i>outside</i> doors and locks yearly to ensure smooth operation; vacuum tracks	Yearly	Spring		