



HOME MAINTENANCE

Congratulations on your new home. Your home is one of the biggest single investments you'll ever make however home maintenance is one of those things that is easy to forget or put off. If you're not careful you will wake up one day with a list of expensive, but possibly could have been prevented repairs that must now be made. The following checklist should help you:

- Change the locks on all exterior entrances, for improved security.
- Check that all windows and doors are secure. Improve window hardware as necessary. Security rods can be added to sliding doors and windows. Consideration could also be given to a security system.
- Install a combination of both ionization and photoelectric smoke detectors on each level of the home. Ensure that there is a smoke detector outside all sleeping areas. Replace batteries on any existing smoke detectors and test them. Make a note to replace batteries again in one year.
- Install carbon monoxide detectors.
- Create a plan of action in the event of a fire in your home. Ensure that there is an operable window or door in every room of the house. Consult with your local fire department regarding fire safety issues and what to do in the event of a fire.
- Review your home inspection report for any items that require immediate improvement or further investigation. Address these areas as required.
- Install rain caps and vermin screens on all chimney flues, as necessary.
- Investigate the location of the main shut-offs for the plumbing, heating and electrical systems.
- Know the location of any emergency water shut off for your home. Make sure you have a water shut off key and know how to use it.
- Check for signs of rodents, bats or termites.

REGULAR MAINTENANCE

MONTHLY

- Examine heating / cooling filters and replace or clean as necessary. Dirty filters restrict the flow of air across your heat exchanger and will cause the unit to crack due to overheating. Dirty filters also cause both your units to work harder and increases the energy needed to run them.
- Inspect and clean humidifiers and electronic air cleaners.
- Clean gutters and downspouts. Ensure that downspouts are secure and that the discharge of the downspouts is appropriate. Remove debris from window wells. Dirty gutters and downspouts will contribute to **Ice Damming** in the winter.
- Carefully inspect the condition of shower enclosures. Repair or replace deteriorated grout and caulk. Ensure that water is not escaping the enclosure during showering.
- Check below all plumbing fixtures for evidence of leakage.
- Repair or replace leaking faucets or showerheads.
- Secure loose toilets or repair flush mechanisms that become troublesome.

SPRING AND FALL

- Examine the roof for evidence of damage to roof coverings, flashings, and chimneys.
- Look in the attic to ensure that roof vents are not obstructed. Check for evidence of leakage, condensation or vermin activity. Level out or add insulation if needed.
- Trim back tree branches and shrubs to ensure that they are not in contact with the house or roof.
- Inspect the exterior walls and foundation for evidence of damage, cracking or movement. Watch for bird nests or other vermin or insect activity.
- Survey the basement and/or crawl space for evidence of moisture seepage.
- Look at overhead wires coming to the home. They should be secure and clear of trees and other obstructions.
- Ensure that the grade of the land around the house encourages water to flow away from the foundation.
- Inspect all driveways, walkways, decks, porches, and landscape components for evidence of deterioration, movement or safety hazards.
- Clean windows and test their operation. Improve caulking and weather-stripping as necessary. Watch for evidence of rot in wood window frames. Paint and repair windowsills and frames as necessary.
- Test all ground fault circuit interrupter (GFCI) devices.
- Shut off isolating valves for exterior hose faucets in the fall, if below freezing temperatures are anticipated. Install insulation covers on all faucets.
- Remove any hoses from the exterior faucets in the winter to prevent the water pipes from freeze damage inside the shell of the house.
- Inspect for any evidence of wood boring activity. Eliminate any wood/soil contact around the perimeter of the home.
- Test the overhead garage door opener to ensure that the auto-reverse mechanism is responding properly.
- Replace and clean exhaust hood filters.

ANNUALLY

- Replace smoke detector and carbon monoxide detector batteries
- Have the heating, cooling and water heater systems cleaned and serviced.
- Have chimney inspected and cleaned. Ensure that rain caps and vermin screens are secured.
- Have a licensed electrician examine the electrical panels, wiring and electrical components for evidence of overheating. Ensure that all components are secure. Flip the breakers on and off to ensure that they are not sticky.