

HOME MAINTENANCE CHECKLIST

Whether you rent or own your home, following this checklist yearly to keep your home safe and save energy.

Fall Checklist

Outside

- ❑ Check all weather stripping and caulking around windows and doors. Replace or repair as needed.
- ❑ Check for cracks and holes in the house siding; fill with caulking as necessary.
- ❑ Remove window air conditioner, or put weatherproof covers on them.
- ❑ Take down screens (if removable type); clean and store them.
- ❑ Drain outside faucets
- ❑ Clean gutters and drain pipes so they won't be clogged with leaves.
- ❑ Check for roof leaks; repair as necessary.
- ❑ Check flashing around vents, skylights, and chimneys for leaks.
- ❑ Check chimney for damaged chimney caps and loose or missing mortar.
- ❑ Check chimney flue; clean obstructions and make sure damper closes tightly.
- ❑ Clean siding. Paint or seal if you have wood siding.
- ❑ Inspect wood framing for termites; re-treat as necessary.

Inside

- ❑ Check insulation wherever possible; replace or add as necessary.
- ❑ Have heating system and heat pump serviced; have humidifier checked; change or clean filters in furnace.
- ❑ Drain hot water heater and remove sediment from bottom of tank; clean burner surfaces; adjust burners.
- ❑ Check all faucets for leaks; replace washers as necessary.
- ❑ Check and clean humidifier in accordance with manufacturer's instructions.
- ❑ Clean refrigerator coils.
- ❑ Test and check batteries on smoke and carbon monoxide detectors.

Spring Checklist

Outside

- ❑ Check all weather stripping and caulking around windows and doors, especially if you have air-conditioning.
- ❑ Check house for cracked and peeled paint; caulk and repaint as necessary.
- ❑ Remove, clean, and store storm windows (if removable).
- ❑ Check all door and window screens; patch or replace as needed; put screens up (if removable type).
- ❑ Check for cracks or surface deterioration if you have a concrete or block foundation. Consult a professional if you have any leaking or severe cracking.
- ❑ Inspect roof for missing or deteriorated shingles.
- ❑ Clean exterior and garage doors; refinish when necessary.

Inside

- ❑ Replace filters on air conditioners.
- ❑ Check and clean dryer vent, stove hood, and room fans; change or clean filters on furnace.
- ❑ Check seals on refrigerator and freezer; clean refrigerator coils.
- ❑ Clean fireplace; leave damper open for improved ventilation if home is not air-conditioned.
- ❑ Check basement wall and floors for dampness; if too moist, remedy as appropriate.
- ❑ Clean dehumidifier according to manufacturer's instructions.
- ❑ Check for leaky faucet; replace washers as necessary.
- ❑ Check attic for proper ventilation; open vents.
- ❑ Clean drapes and blinds; repair as needed.
- ❑ Test and check batteries on smoke and carbon monoxide detectors.

Periodic Checklist

Foundation and Masonry

- ❑ Check basement for dampness and leakage after wet weather.

Roofs and Gutters

- ❑ Clean gutters, leaders, strainers, window wells, and drains. Be sure downspouts direct water away from foundation.

Exterior Walls

- ❑ Check siding, shingles, and trim for damage, looseness, warping, and decay.

Electrical

- ❑ Trip circuit breakers every six months and ground fault interrupters (GFI's) monthly.
- ❑ Mark and label each circuit.
- ❑ Check condition of lamp cords, extension cords, and plugs. Replace at first sign of wear and damage.
- ❑ If fuses blow or breakers trip frequently, have a licensed electrician determine the cause.
- ❑ If you experience a slight tingling shock from handling or touching an appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, call a licensed electrician.

Plumbing

- ❑ Check faucets, hose bibs, and valves for leakage.
- ❑ Check for leaks at sink and house traps and sewer cleanouts.
- ❑ Draw off sediment in water heaters monthly or per manufacturer's instructions.

Heating and Cooling

- ❑ Clean around heating and cooling equipment, removing leaves, dust, overgrown shrubbery, and debris. Make sure power is off!

Interior

- ❑ Check bathroom tile joints, tub grouting, and caulking. Be sure all tile joints in bathrooms are kept well sealed with tile grout to prevent damage to walls, floors, and ceilings.

Annual Checklist

Foundation and Masonry

- ❑ Maintain grading sloped away from foundation walls.

Roofs and Gutters

- ❑ Check antenna supports for sturdiness and possible source of leakage.

Electrical

- ❑ Check exposed wiring and cable for wear and damage.

Heating and Cooling

- ❑ Have oil burning equipment serviced.

Interior

- ❑ Check underside of roof for water stains, leaks, dampness, and condensation, particularly in attics and around chimneys.
- ❑ Keep attic louvers and vents open all year round. Check louver screening.
- ❑ Have septic tank cleaned every two years.

Know the Location of:

- ❑ The main water shutoff valve
- ❑ The main electrical disconnect or breaker
- ❑ The main emergency shutoff for the heating system

*Everyone in the household should know the location of these shutoffs.