



Suggested Monthly and Seasonal Home Maintenance Schedule

To protect your largest investment and maintain its operating systems a suggested maintenance schedule has been prepared for your use. By investing time in following this home maintenance schedule you can identify and repair minor issues before they become major problems. We hope this will help save you time and expense during your ownership of this home. Always refer to your product's Owners Manual for specific guidelines/instructions.

MONTHLY CHECK-UP

| SYSTEM | CHECK | NOTES |
|--------------------------|---|-------|
| Air conditioning | Check condensate drain, filter -change if needed | |
| Carbon monoxide detector | Test alarm | |
| Clothes dryer | Clean filter, check duct for lint | |
| ERV or HRV | Check filters | |
| Fire extinguishers | Check pressure, recharge/replace if needed | |
| Furnace/ Heat pump | Check filters- change as needed, check condensate drain | |
| GFCI and/or AFCI | Test ground and arc fault interrupt on all systems, service if needed | |
| Garage door opener | Test door reversing safety feature | |
| Plumbing | Check under sinks, water heaters, fixtures <u>REPAIR ALL LEAKS ASAP</u> | |
| Radiant system | Check boiler, water heater, service if needed | |
| Sink, shower, tub drains | Clean out hair & other debris | |
| Smoke alarm | Test alarm, replace batteries if needed | |
| Water heater | Check for leaks, flue for rust | |
| Water softener | Check salt level | |
| Other | | |
| Other | | |

Design/Build – Kitchens – Bathrooms – Additions – Tile & Stone – GREEN Building – Project Management

SEASONAL CHECK-UP - *Spring*

| SYSTEM | CHECK | NOTES |
|-----------------------------|--|--------------|
| Air conditioning | Schedule service call | |
| Bath fans, tile | Clean fans, check for mold/mildew | |
| Fireplace, chimney | Check chimney, clean fire box, check flashing | |
| Dehumidifier | Clean, start operation as needed | |
| Duct dampers | Reset from heating to cooling | |
| Humidifier | Turn off unit and water, switch from winter to summer mode | |
| Range Hood | Clean filters if needed | |
| Sump Pump | Test to see if working | |
| Water heater/ tankless unit | Flush tank if applicable | |
| Whole house fan | Check, clean, replace filters if needed | |
| Attic | Check for signs of roof leaks, pests <u>REPAIR ASAP</u> | |
| Basement | Check for leaks, cracks, mildew, mold, rot | |
| Crawl Space | Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u> | |
| Other | | |
| Other | | |
| EXTERIOR | EXTERIOR | |
| General | Check paint, caulking, putty needs <u>ADDRESS ASAP</u> | |
| Decks, patios | Clean, seal as needed | |
| Ground cover, landscape | Plan, start spring pruning, landscape maintenance schedule | |
| Sprinkler system | Service and start system | |
| Other | | |
| Other | | |

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SEASONAL CHECK-UP - *Summer*

| SYSTEM | CHECK | NOTES |
|-------------------------|--|--------------|
| Air conditioning | Clean filter if applicable – clear of all branches, bushes | |
| Bath fans, tile | Clean fans, check for mold/mildew | |
| Range Hood | Clean filters if needed | |
| Sump Pump | Test to see if working | |
| Whole house fan | Check, clean, replace filters | |
| Wood stove | Schedule professional cleaning | |
| Attic | Check for signs of roof leaks, pests REPAIR IMMEDIATELY | |
| Basement | Check for leaks, cracks, mildew, mold, rot | |
| Crawl Space | Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u> | |
| Other | | |
| Other | | |
| EXTERIOR | EXTERIOR | |
| General | Finish painting, caulking, putty needs <u>ADDRESS IMMEDIATELY</u> | |
| Roofs, gutters | Have roof, gutters cleaned | |
| Decks, patios | Finish sealing as needed | |
| Ground cover, landscape | Plan, implement summer landscape maintenance schedule | |
| Sprinkler system | Check for leaks | |
| Other | | |
| Other | | |

SEASONAL CHECK-UP - *Fall*

| SYSTEM | CHECK | NOTES |
|-------------------------|--|--------------|
| Air conditioning | Cover at end of cooling season, if part of heat pump, don't cover | |
| Bath fans, tile | Clean fans, check for mold/mildew | |
| Fireplace chimney | Check, clean fire box, check flue | |
| Duct dampers | Reset from cooling to heating at end of season | |
| Heating | Schedule professional service | |
| Humidifier | Service, clean, charge water panel, change duct damper to winter | |
| Range Hood | Clean filters if needed | |
| Sump Pump | Test to see if working | |
| Whole house fan | Check, clean, replace filters | |
| Wood stove | Schedule professional cleaning | |
| Attic | Check for signs of roof leaks, pests <u>REPAIR ASAP</u> | |
| Basement | Check for leaks, cracks, mildew, mold, rot | |
| Crawl Space | Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u> | |
| Other | | |
| Other | | |
| EXTERIOR | EXTERIOR | |
| General Exterior | Check windows, replace damaged screens | |
| Roofs, gutters | Inspect roof, clean gutters, trim trees, inspect vents | |
| Weather stripping | Check, repair on windows & doors | |
| Ground cover, landscape | Start fall pruning, landscape maintenance schedule | |
| Hose, lawn equipment | Drain, service, store, winterize hose bibs | |
| Sprinkler system | Check for leaks | |
| Other | | |

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SEASONAL CHECK-UP - *Winter*

| SYSTEM | CHECK | NOTES |
|-------------------------|--|--------------|
| Air conditioning | Schedule service call | |
| Bath fans, tile | Clean fans, check for mold/mildew | |
| Fireplace chimney | Check, clean fire box, check flashing | |
| Dehumidifier | Clean, start operation as needed | |
| Duct dampers | Reset from heating to cooling at end of season | |
| Garage Door | Check belts, lubricate | |
| Range Hood | Clean filters if needed | |
| Sump Pump | Test to see if working | |
| Washing machine | Check supply hoses, change if worn | |
| Water heater/ tankless | Flush tank if applicable | |
| Whole house fan | Check, clean, replace filters | |
| Wood stove | Schedule professional cleaning | |
| Attic | Check for signs of roof leaks, pests REPAIR IMMEDIATELY | |
| Basement | Check for leaks, cracks, mildew, mold, rot | |
| Crawl Space | Check for pests/wildlife, check insulation & vapor barrier ADDRESS ASAP | |
| Other | | |
| Other | | |
| EXTERIOR | EXTERIOR | |
| Decks, patios | Clean | |
| Ground cover, landscape | Plan, start annual landscape maintenance schedule | |
| Sprinkler system | Drain system | |
| Other | | |
| Other | | |

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