



Home maintenance is often compared to car maintenance due to the routine check-ups that are required of both. This comparison is pretty accurate considering the number of components that require attention in both a car and a home. Since purchasing a home is one of the most substantial investments we can make, it is necessary to protect it by performing regular maintenance on the home.

The following checklist is a basic guideline that can be used to help care for your home.

➤ **Monthly maintenance**

- Replace air filters (HVAC)
- Clean air returns (HVAC)
- Inspect condensation line (HVAC)
- Clean garbage disposal by flushing with hot water and baking soda
- Clean debris from bathroom drains

➤ **Quarterly maintenance**

- Clean aerator in all faucets
- Clear out all plumbing drains
- Inspect window screens
- Inspect screen doors
- Clean gutters and downspouts
- Inspect caulking in the bathrooms and kitchen. Replace caulking if needed
- Inspect caulking around windows and doors. Replace caulking if needed
- Test smoke detectors
- Review pest control measures and schedule exterminator if needed.

➤ **Bi-Annual maintenance**

- Inspect exterior drainage
- Inspect/clean fireplace flue
- Have a licensed HVAC specialist inspect the HVAC system and perform needed maintenance
- Inspect/clean weep holes

➤ **Bi-Annual maintenance**

- Inspect commodes for leaks and/or water run-on
- Check electrical extension and appliance cords. Replace frayed or split cords.
- Check exterior painted surfaces for weathering and/or damage
- Inspect siding and clean as necessary
- Inspect exterior brick and clean as necessary
- Check alignment of exterior doors (front door, back door, and garage door), adjust if necessary
- Inspect door locks and hardware, tighten if needed
- Check window tracks and ensure the windows open and close smoothly

➤ **Annual maintenance**

- Inspect fencing and re-seal according to the product's instructions
- Check fencing and replace warped or broken pickets and posts
- Inspect roof and roof boot seals. ****It is recommended that the inspection be completed by a licensed roofer****