

For appliance maintenance schedules and procedures, refer to the specific owner's manual.

**As Needed**

**Condition**

- Close fireplace damper when not in use \_\_\_\_\_
- Fix leaky faucets \_\_\_\_\_
- Unclog slow-running drains \_\_\_\_\_

**Monthly**

- Inspect and test smoke and fire alarms \_\_\_\_\_
- Inspect and replace filters as necessary (air conditioner, furnace, pool, etc.) \_\_\_\_\_
- Clean/vacuum grill and inside compressor unit of central air conditioner \_\_\_\_\_
- Walk around the house exterior to check general condition \_\_\_\_\_

**Spring**

- Replace smoke and fire alarm batteries (at least twice per year) \_\_\_\_\_
- Cut back any trees or shrubs touching the exterior (twice per year) \_\_\_\_\_
- Inspect and touch up exterior paint \_\_\_\_\_
- Inspect foundation for water penetration, settlement, and cracks \_\_\_\_\_
- Inspect or treat exterior wood for splintering, decay, and insect damage \_\_\_\_\_
- Inspect window insulation and remove storm windows \_\_\_\_\_
- Clean exterior of upper-story windows (twice per year) \_\_\_\_\_
- Install window screens, repairing needed \_\_\_\_\_
- Clean gutters and inspect downspouts (twice per year) \_\_\_\_\_
- Inspect roof for warping, aging, moss, and cracking \_\_\_\_\_
- Perform seasonal pest control (quarterly) \_\_\_\_\_

**Summer**

- Inspect exposed plumbing areas for dampness (twice per year) \_\_\_\_\_
- Fix loose or cracked caulking around tiles, sinks, tubs, showers, toilets, etc. \_\_\_\_\_
- Inspect appliance hoses and ventilation according to owner's manuals \_\_\_\_\_
- Power wash, repair, refinish, and seal decks, reset any protruding nails \_\_\_\_\_
- Clean and lubricate sliding-glass-door tracks and window tracks \_\_\_\_\_
- Lubricate door hinges and locks \_\_\_\_\_
- Oil garage door(s) \_\_\_\_\_
- Patch driveway and other concrete, or treat asphalt \_\_\_\_\_
- Perform seasonal pest control (quarterly) \_\_\_\_\_

**Fall**

- \_\_\_\_\_ Replace smoke and fire alarm batteries (at least twice per year) \_\_\_\_\_
- \_\_\_\_\_ Inspect and clean fireplace and chimney \_\_\_\_\_
- \_\_\_\_\_ Service furnace or other heating system \_\_\_\_\_
- \_\_\_\_\_ Clean and adjust humidifier on furnace \_\_\_\_\_
- \_\_\_\_\_ Clean/vacuum heating ducts, grills, and registers \_\_\_\_\_
- \_\_\_\_\_ Clean upper-story windows (twice per year) \_\_\_\_\_
- \_\_\_\_\_ Inspect window screens and insulation, and install storm windows \_\_\_\_\_
- \_\_\_\_\_ Inspect weather-stripping around doors and replace as needed \_\_\_\_\_
- \_\_\_\_\_ Cut back any trees or shrubs touching the roof or exterior (twice per year) \_\_\_\_\_
- \_\_\_\_\_ Clean gutters and inspect downspouts (twice per year) \_\_\_\_\_
- \_\_\_\_\_ Trim, cover, or bring in outdoor plants as needed \_\_\_\_\_
- \_\_\_\_\_ Perform seasonal pest control \_\_\_\_\_

**Winter**

- \_\_\_\_\_ Recharge fire extinguishers \_\_\_\_\_
- \_\_\_\_\_ Wax and buff wood floors \_\_\_\_\_
- \_\_\_\_\_ Professionally clean curtains and drapes \_\_\_\_\_
- \_\_\_\_\_ Inspect and touch up interior paint \_\_\_\_\_
- \_\_\_\_\_ Inspect exposed plumbing areas for dampness (twice per year) \_\_\_\_\_
- \_\_\_\_\_ Perform seasonal pest control (quarterly) \_\_\_\_\_
- \_\_\_\_\_ Test for carbon monoxide \_\_\_\_\_

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