



Home maintenance checklist

Owning your own home is a source of pride, of comfort, and a lot of work! The trouble is, homes don't come with owners' manuals.

The following is a check list of things to do to maintain your home. Some need to be performed once a year, others on a monthly basis and others as the seasons change. It's by no means a complete list, but it should give you a good start toward protecting your home's value and your family's safety.

Home maintenance checklist

Taken in part from the Independent Insurance Agents & Brokers of America, Inc.

Maintenance tips:		Annual activity				
	Clean and seal tile grout in the bathrooms	 Clean the grout between bathroom tiles and seal to maintain waterproofing. Silicone sealing is available that can be applied annually. 				
	Inspect plumbing and shutoff valves	Check the shutoff valves for leaks or corrosion. The valves can be turned a quarter to a half turn (to prevent from sticking).				
	Inspect toilets for rocking	 Check toilets for rocking indicating a loose seal. Flange bolts at the sides of the toilet can be gently tightened to improve the seal. 				
	Exercise circuit breakers	Exercise (open and close) circuit breakers to prevent sticking.				
	Vacuum smoke alarms	 Vacuum dust from smoke alarms to ensure proper operation. Replace the batteries on alarms that are battery-powered. 				
	Vacuum heating registers, vents and radiators	Vacuum heating vents and radiators to eliminate airborne dust and improve airflow.				
	Inspect fireplace chimney for creosote	 Check for creosote accumulation in the chimney. It will appear as a shiny black coating on the interior walls of the chimney or liner. If creosote is allowed to accumulate, a very hot fire can ignite and cause a chimney fire. Professional cleaning by a chimney sweep is recommended at least annually. 				

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Maintenance tips:	Monthly activity						
Test GFCI outlets and circuit breakers	inter		can be found	on the kitche	May Nov sers. Ground fau	June Dec ult circuit electrical outlets	
Test smoke alarms	Jan July	Feb Aug	Mar Sep	Apr Oct	May Nov ure they are fu	June Dec nctioning.	
Inspect hot water heater	can — Draii heat heat	indicate a leak n 1-2 gallons d er. Rust or del	ing valve that of water from to oris will settle a his can shorte	requires repla he drain valve at the bottom	cement by a pl at the bottom of the tanks ar		
Check frost-free refrigerator drain pan	Jan July Rem Emp	Feb Aug nove the tray froty it and wash in the tray; it r	Mar Sep om the botton it in soap and	l water. It's a g orates as quic	good idea to w	ulates. A tray that	
Inspect dishwasher for leaks	Jan July	Feb Aug	Mar Sep	Apr Oct	May Nov	June Dec	

 Remove the access panel at the bottom of the front of the dishwasher and check for water. Any sign of water signals a problem that requires a plumber.

	Jan	Feb	Mar	Apr	May	June			
	July	Aug	Sep	Oct	Nov	Dec			
	_								
	 Remove filters from the exhaust fans and clean with soap and water or in the dishwasher. Filters can accumulate grease, decreasing their efficiency. Grease in a range hood can accelerate a kitchen fire. 								
Check heater air filter	Jan	Feb	Mar	Apr	May	June			
	July	Aug	Sep	Oct	Nov	Dec			
	work syste	harder. A dus	t-filled filter wil e air. Replace	l carry airborn or clean the fil		the heating unit k into the heating nufacturer's	3		
Check sinks and drains	Jan	Feb	Mar	Apr	May	June	_		
	July	Aug	Sep	Oct	Nov	Dec			
	Pour maint gasesInspe	ain a level of variants from entering ct under all sir	nused drains, vater in the tra g the house. nks for water o	such as base ap (the elbow or corrosion a	ment sump dr shaped joint) a	and stop sewer alves. Slow leaks	3		
Check heating registers	Jan	Feb	Mar	Apr	May	June	_		
	July	Aug	Sep	Oct	Nov	Dec			
				, boot rogistor	that and ba a	oignal of a			
-		for soot stream for with the he			es professiona				
Test automatic garage door opener	probl	em with the he	eating system	, which require	es professiona	l help.			
	proble Jan	em with the he	eating system	, which require	es professiona May	June			

 Place a chair or wastebasket in the path of the closing door to make sure it functions properly. An automatic garage door should stop and reverse when it closes on a solid object (to prevent injury to people or pets).

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Maintenance tips: Seasonal activity Rake leaves and debris away from Sprina Fall house and check the foundation Prevent moisture and insects from direct contact with wood, which can cause decay and damage. Note any cracks in the foundation or masonry. These are normal, but changes in the size of the cracks might indicate a more extensive problem. Check the interior foundation or basement walls for moisture or white residue on concrete blocks, which indicates water seepage. This could require waterproofing treatment. Clean out gutters Fall Spring - Remove debris from gutters, and clean the screens that lead to the downspouts. Accumulation can cause overflowing and decay. Check the joints in the gutters for cracks. Check roof penetrations for leaks Fall Spring Check around any items that penetrate the roof (chimney, vent pipes or sky) lights) for loose or broken shingles. Check the interior ceiling and around roof penetrations for water stains that indicate leaks. Make repairs to stop leaks that can lead to dry rot and structural damage. Fall Inspect weather stripping Spring Check the weather stripping around doors and windows for proper seal. Replace any stripping that is hard or broken or that fails to seal. Trim any shrubs around the house Fall Spring Prune shrubs and trees away from the house and windows. Plants in contact with the exterior surface can promote insects and surface wear. Plants that obstruct windows create a shield that allows a thief to enter the home undetected. Fall Inspect the furnace Spring Look for rust. Note any odd sounds or smells. - Test for proper draft at the furnace or water heater diverter (hold a small piece of tissue paper close to the exhaust to make sure air is flowing outward). Examine flue for leaks, rust, and damage. Seek professional maintenance for the furnace annually or if any unusual signs appear. Drain and close exterior faucets in Fall Spring the fall; open them in the spring Remove hoses from exterior faucets before cold weather to prevent freezing and damage to the pipes. Cover exposed spigots with weatherproof enclosure. Clean mildewed areas Sprina of the house exterior - Remove dirt and mildew from exterior surfaces. Mildew can deteriorate paint and wood, leading to rot. Check and repair caulk around Fall exterior surfaces Check around windows and doors to make sure the caulking seals are secure.

Remove and replace loose caulking.