

MAINTENANCE CALENDAR

Home maintenance includes regular, seasonal and one-time tasks. The following maintenance schedule identifies a basic list of the common tasks that should be completed for optimal home performance and longevity. It is not all-encompassing, and you should modify it to fit your own situation. Always follow the manufacturer's instructions over ours where discrepancies occur. This maintenance frequency is a minimum and should be increased as conditions warrant. **Always contact a licensed contractor for any tasks you feel unprepared to complete.**

WEEKLY:

- Clean out dryer lint trap (after each use)

MONTHLY:

- Replace filters in the HVAC system (Consider a subscription plan where filters are shipped to your door automatically. We recommend Filter Easy)
- Clean and check filters in your range hood if present
- Clean and flush garbage disposal using ice cubes and hot water
- Ensure GFCI (Ground Fault Circuit Interrupter) outlets are working.

Twice a year: DAYLIGHT SAVINGS TIME is a great time to do these!

- Manually check operation of fire and smoke detectors and replace batteries if needed
- Manually check the carbon monoxide detector
- Check fire extinguishers are within expiration date and functional
- Check for any evidence of leaks around toilet bases, under sinks and around dishwasher
- Inspect gutters and downspouts are clean and draining properly; remove any debris
- Inspect roof for appearance of broken or missing shingles and flashing around chimneys; remove any debris build-up on the shingle surface
- Inspect condition of exterior siding, paint and trim
- Inspect foundation, basements or crawlspaces for moisture, abnormal conditions or cracks
- Ensure door and windows are sealing properly, clean tracks on sliding glass doors and windows
- Clean out lint or any obstructions inside the dryer vent or on the exterior vent screen
- Clean out drain lines in sinks, tubs and showers by removing any hair or debris and flushing with hot water. You should not use drain cleaners if you have a septic tank.

ANNUALLY:

- Complete yearly maintenance on HVAC system by a licensed HVAC contractor
- Have tankless hot water heater serviced by a licensed plumber
- Inspect caulking and grout around tubs, showers and sinks and replace as needed
- Inspect caulking around windows and doors

- Visually check any wood burning fireplaces and chimneys and complete yearly cleaning by a licensed chimney sweep
- Inspect area around septic tank and drain field lines for foul odor, excessive wetness or overly lush grass growth
- Consider treating your septic system with Ridex
- Inspect weather stripping on exterior doors and replace if necessary
- Make sure any trees or shrubs close to the home are trimmed back
- Inspect the condition of concrete slabs, patios, sidewalks and driveways for cracks and repair as necessary
- Termite inspection by a licensed professional

BEFORE FREEZING TEMPERATURES:

- Make sure water is drained from faucets in outdoor kitchens
- Shut off valve for exterior faucets and turn them on again before spring
- Place covers over faucets if weather is extremely cold
- Make sure your sprinkler system is properly drained and winterized

OTHER SUGGESTED MAINTENANCE SCHEDULES:

- Septic tanks should be checked and pumped by a qualified professional initially at 3 years
- Reseal grout according to product guidelines
- Reseal stone countertops according to product guidelines
- Repaint exterior wood trim initially at 3 years
- Repaint hardie-plank siding initially about 5 years
- Re-stain exterior columns and fences intially at 2-3 years
- Reseal/Repaint exterior doors at 2 years
- Change filters in your refrigerator per manufacturer's suggestion
- Clean and retreat butcher block surfaces with mineral oil
- Replace expired fire extinguishers every 5-15 years according to the manufacturer. Verify the needle gauge is in the green area and the locking pin is in place. The hose and nozzle should be intact and free of cracks or debris. The handle should not be wobbly.