

# HOME MAINTENANCE GUIDE

Information taken from [readynest.com](http://readynest.com)



Regular home maintenance helps catch small issues early, keeps systems running efficiently, saves on energy costs, and protects your home's value. It's a simple way to ensure safety, comfort, and avoid costly repairs.

Consider reviewing this checklist on a regular basis:

P= Periodically / S = Spring / F = Fall / A = Annually

## FOUNDATION AND MASONRY

Check basement for dampness and leakage.

WHEN

DATE COMPLETED

P

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Check foundation walls, steps, retaining walls, walks, patios, driveways, garage floors, etc., for cracks, heaving, and crumbling.

S

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Check chimneys, deteriorated chimney caps, loose and missing mortar.

S/F

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Maintain grading and keep it sloped away from foundation walls.

A

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## ROOFS AND GUTTERS

Check for damaged, loose, or missing shingles and blisters.

S/F

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Check for leaking, misaligned or damaged gutters, downspouts, hangers, gutter guards, etc.

S/F

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Clean gutters, leaders, strainers, window wells, drains. Be sure downspouts direct water away from house.

P

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Cut back tree limbs that are growing on or over roof.

F

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Check for leaks at flashings around roof stacks, vents, skylights, chimneys, and antenna supports.

S/F

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Check vents, louvers and chimneys for birds' nests, squirrels, and insects.

S/F

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Check fascias and soffits for paint flaking, leakage, and decay.

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## EXTERIOR WALLS

Check painted surfaces for paint flaking.

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Check siding, shingles, and trim for damage, looseness, warping, and decay.

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Check exterior masonry walls for cracks, looseness, and missing or broken mortar.

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Cut back and trim shrubbery against sidewalls.

S/F

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## DOOR AND WINDOWS

Check caulking and check for decay around doors, windows, corner boards, joints; re-caulk as needed.

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Check glazing putty around windows.

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Check weather stripping.

F

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### ELECTRICAL

Trip circuit breakers every 6 months; ground fault interrupters (GFIs) monthly.

Mark and label each circuit.

Check condition of lamp cords, extension cords, and plugs. Replace at first sign of wear and damage.

Check exposed wiring and cable wear or damage.

If fuses blow or breakers trip frequently, call a licensed electrician.

If you experience slight tingling shock from handling or touching an appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, call a licensed electrician.

### PLUMBING

Check faucets, hose bibbs, and valves for leakage.

Drain exterior water lines, hose bibbs, sprinklers, etc. in the fall.

Check for leaks at sink, house traps, and sewer clean outs.

Draw off sediment in water heaters monthly or per manufacturer's guidelines.

Have septic tank cleaned every 2 years.

### HEATING AND COOLING

Change/clean furnace filters, air conditioner filters, electronic filters as needed.

Clean and service humidifier.

Have oil-burning equipment services annually.

Clean around heating and cooling equipment. Remove leaves, dust, overgrown shrubbery, debris.

On steam systems, "blow off" or drain low water cutoff per manufacturer's instructions or instruction tag.

### INTERIOR

Check bathroom tile joints, tub grouting, and caulking. Be sure all tile joints in bathrooms are kept well sealed with tile grout to prevent damage to walls, floors, and ceilings below.

To prevent freezing, keep garage doors closed in winter. Wrap exposed waterlines and drains with insulation

Close crawl vents in winter and open in summer.

Check underside of roof for water stains, leaks, dampness, and condensation, particularly in attics and around chimneys.

Keep attic louvers and vents open all year round. Check louver screening.

Change batteries in smoke detectors.

### KNOW THE LOCATION OF

The main water shutoff valve. \_\_\_\_\_

All electrical panel boxes, including main disconnect or breaker (never overfuse). \_\_\_\_\_

The main emergency shut off for the heating system. \_\_\_\_\_

### WHEN

### DATE COMPLETED

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