



## SEASONAL MAINTENANCE CHECKLIST

	SPRING	FALL	AS NEEDED
<b>■ FOUNDATION – MASONRY- EXTERIOR</b>			
Check foundation walls, floors, concrete, and masonry for cracking, heaving or deterioration.			
Check chimneys for loose, deteriorated or missing mortar.			
Check grading for proper slope away from foundation walls.			
Check basement and crawl space for moisture or leakage after wet weather.			
Check all wood surfaces for weathering and paint failure.			
Check all decks, patios, porches, stairs and railings for loose members and deterioration.			
Check foundation and attic vent screens for damage.			
Cut back and trim all vegetation from structures.			
<b>■ ROOFS</b>			
Check for any missing, loose or damaged shingles.			
Check for open seams, blisters or bald areas on flat roofs.			
Clean gutters, strainers, and downspouts. Make sure downspouts divert water away from foundation walls.			
Check for any evidence of water penetration in attic and ceilings after wet weather.			
Check flashings around all surface projections and sidewalls.			
Trim back all tree limbs and vegetation away from roof.			
Check antenna supports for possible leak source.			
Check fascia and soffits for deterioration and damage.			
<b>■ DOORS AND WINDOWS</b>			
Check for loose or missing glazing putty.			
Check caulking for deterioration of all openings and joints between wood and masonry.			
Check weatherstripping.			
Check for broken glass and damaged or missing screens.			
Check all windows and hardware.			
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<b>■ PLUMBING</b>			
Check all faucets, hose bibs, and supply valves for leakage.			
Check for evidence of leaks around and under sinks, showers, toilets, and tubs.			
Check water heater for leaks and corrosion.			
Check lawn sprinkler system for leaky valves and exposed lines.			
Have the septic tank cleaned every two (2) years.			
Have well water checked for safety.			
Know the location of the main water shut-off valve.			
<b>■ HEATING AND COOLING</b>			
Clean or change furnace filters every three (3) months of operation.			
Lubricate fan and motor bearings.			
Check fan belt tension.			
For steam checks, check shut-off valve for leaks and drain low water cut-off per manufacturer's instructions.			
Keep area clean around heating and cooling equipment.			
Have system serviced annually.			
<b>■ ELECTRICAL</b>			
Periodically check exposed wiring and cable. Replace at first sign of wear and damage.			
Check all lamp cords, extension cords and plugs for damage and wear. Replace as necessary.			
Trip circuit breakers every six (6) months and ground fault interrupters monthly to insure proper function.			
Learn location of electrical service panels and label each circuit.			
If fuses blow, circuit breakers trip frequently, or any appliance sparks or shorts out, contact a licensed electrician for repairs.			
<b>■ INTERIOR</b>			
Check ceilings and surfaces around windows for evidence of moisture during wet weather.			
Check all tile joints for adequate grout.			
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