

# HOME OWNER'S MAINTENANCE CHECKLIST

ALSO SEE INSPECTION PREP CHECKLIST

CONDITION: **GOOD**/AVG **REPAIR**/REPLACE

MONTHLY - HOME EXTERIOR & INTERIOR, MAIN SYSTEMS	NOTES	G/A X	R/R X
Check trees and shrubs around the home for potential damage			
Check gutters and downspouts: clean as needed			
Test Smoke and carbon monoxide alarms, inspect fire extinguishers			
Electrical: Check ground fault circuit interrupters (GFCI)			
Change HVAC filters as req'd, add unclogging agent to condensate line			
Inspect air & exhaust fan vents for blockages - vacuum clean if needed			
Inspect drain traps for clogs and leaks			
Clean mineral deposits on faucets & showerheads, check pipes for corrosion			
Inspect, water heaters, water softner systems - look for damage or leaking			

MONTHLY TO QUARTERLY - APPLIANCE MAINTENANCE	NOTES	G/A X	R/R X
Vacuum out clothes dryer vent and clean with brush			
Vacuum refrigerator coils			
Clean kitchen drain and garbage disposal			
Clean oven and range, and kitchen vent, hood and filter			
Clean out dishwasher filter			
Clean washing machine including soap dispensers and front drain			
Check washing machine hoses - replace every 3 to 5 yrs			

ANNUALLY - HOME EXTERIOR & INTERIOR, MAIN SYSTEMS	NOTES	G/A X	R/R X
Have roof inspected			
Wash exterior siding, check for damage, holes and any rot to trim			
Inspect and clean brick masonry and have fireplace and chimney inspected			
Check & replace any damaged weather stripping @ doors, windows & open'gs			
Wash windows and window screens			
Lubricate windows, door hinges & hardwr., garage doors for ease of operation			
Inspect HVAC system (clean out debris) and have it serviced			
Inspect toilet & sink supply lines, valves and parts for leaking and corrosion			
Have carpets cleaned			