

HOW TO: MAINTAIN YOUR HOME

Preventing large home repairs can save you a lot of time and money in the future. Here is a check list to help you keep your house in tip top shape!



Monthly:

- _ **Fire Extinguisher:** Check that it's fully charged; recharge or replace if needed.
- _ **Sink/Tub:** clean out debris in drain holes.
- _ **Garbage Disposal:** Flush with hot water and baking soda.
- _ **Water Softener:** Check water softener salt drum and replenish salt if necessary.

Every 2 Months:

- _ **Wall Furnace:** Clean grills.
- _ **Range Hood:** Clean grease filter.

Every 3 Months:

- _ **Faucet:** Clean aerator.
- _ **Tub Drain Assembly:** Clean out debris; replace rubber seal if needed.
- _ **Floor and Outdoor Drain Grates:** Clean out debris.

Every 6 Months:

- _ **Smoke Detector:** Test batteries and replace if needed.
- _ **Interior Caulking:** Inspect caulking around tubs, showers, and sinks; replace any if deteriorating.
- _ **Garbage Disposal:** Tighten drain connections and fasteners.
- _ **Clothes Washer:** Clean water inlet filters; check hoses and replace if leaking.
- _ **Clothes Dryer:** Vacuum lint from ducts and surrounding areas.
- _ **Wiring:** Check for frayed cords and wires.
- _ **Range Hood:** Wash fan blades and housing.

Every Spring:

- _ **Roof:** Inspect surface, eaves, and soffits; repair if needed.
- _ **Gutters and Downspouts:** Clean out or install no-clean version. Inspect and repair weak areas; check for proper drainage and make repairs if needed.
- _ **Siding:** Inspect and clean siding; repair if needed.
- _ **Exterior Caulking:** Inspect caulking and replace any that is deteriorating.
- _ **Windowsills, Doorsills, Thresholds:** Fill cracks, inspect caulk edges; repaint and replace if needed.
- _ **Window and Door Screens:** Clean screening and repair or replace if needed; tighten or repair any loose or damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.

Every Fall:

- _ **Roof:** Inspect roof surface, flashing, eaves, and soffits;
- _ **Gutters and Downspouts:** Clean out. Inspect and repair weak points; check for proper slope.
- _ **Chimney or Stovepipe:** Clean flue. Repair any cracks or loose mortar.
- _ **Siding:** Inspect and clean siding; repair if needed.
- _ **Exterior Caulking:** Inspect; replace any that is deteriorating.
- _ **Storm Windows and Doors:** Replace cracked or broken glass; tighten or repair any loose frames and repaint if needed. Replace damaged hardware; tighten and lubricate door hinges.
- _ **Window and Door Weather Stripping:** repair or replace if it is deteriorating or if it does not seal.
- _ **Thermostat:** Clean heat sensor, contact points, and contacts; check accuracy and replace thermostat if it is not functioning properly.

Annually:

Have a professional check the septic tank, clean out the main drain, and tune up your heat/air conditioner system.