

NAME	ADDRESS			
LOT #	SUBDIVISION	CLOSING DATE		

Plumbing Maintenance

MONTHLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
CHECK ALL WATER LINES FOR LEAKS													
IF APPLICABLE CHECK EJECTOR PUMP TO MAKE SURE IT IS OPERATING CORRECTLY													
CHECK PVC JOINTS AT SINKS FOR LEAKS													
KEEP SINKS, TUBS AND SHOWERS PEA TRAPS CLEAN													
QUARTERLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE									
CHECK WATER SOFTENER AND CONDITIONER AND CHANGE CARTRIDGES OR ADD SALT AS NECESSARY													
CHECK TOILETS													
BI ANNUAL MAINTENANCE ITEMS	DATE	DATE											
TEST WATER HEATERS PRESSURE RELIEF VALVE													
SEASONAL MAINTENANCE ITEMS	DATE												
PROTECT WATER LINES FROM FREEZING													
FLUSH HOT WATER HEATER AND REMOVE SEDIMENT													
REMOVE AND DISCONNECT HOSES FROM HOSE BIBS													
INSTALL FREEZE PROTECTORS ON HOSE BIBS													
TURN WATER SHUT OFF VALVES OFF THEN BACK ON (THIS HELPS KEEP THE VALVES FROM SEIZING)													

Heat and Air Maintenance

MONTHLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
CHANGE OUT AIR FURNACE FILTERS													
CLEAN AIR CONDITIONER													
CHECK GAS APPLIANCES AND GAS LINES FOR LEAKS													
SEASONAL MAINTENANCE ITEMS	DATE												
GET AIR CONDITIONING SYSTEM SERVICED													
CHECK AND CLEAN DRYER VENT AND OTHER EXHAUST VENTS													
WINTERIZE AIR CONDITIONING SYSTEM													
HAVE FURNACE SERVICED													
CHANGE BATTERY ON THERMOSTAT													

Electrical Maintenance

MONTHLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
TEST GFCI CIRCUITS													
TEST SMOKE / CARBON MONOXIDE DETECTORS AND CHANGE BATTERIES AS NEEDED													

Doors

MONTHLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
LUBRICATE THE HINGES AND LATCHES ON DOORS													
QUARTERLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE									
ADJUST EXTERIOR DOOR THRESHOLDS													
ADJUST BALL CATCHES ON CLOSET DOORS													

Flooring

MONTHLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
FLOORING MAINTENANCE													
QUARTERLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE									
CHECK TILE GROUT AND REPAIR AS NEEDED													
SEASONAL MAINTENANCE ITEMS	DATE												
SEAL GROUT IN ALL TILE AREAS													

Drywall

BI ANNUAL MAINTENANCE ITEMS	DATE	DATE
CHECK DRYWALL FOR NAIL POPS AND SETTLEMENT CRACKS (REPAIR AS NECESSARY)		

Insulation

BI ANNUAL MAINTENANCE ITEMS	DATE	DATE
CHECK THE ATTIC INSULATION TO MAKE SURE IT IS DRY AND NOT BLOCKING VENTS		

Roof

BI ANNUAL MAINTENANCE ITEMS	DATE	DATE
CLEAN THE GUTTERS		
SEASONAL MAINTENANCE ITEMS	DATE	
CHECK FOR ICE DAMS AND ICICLES		
INSPECT ROOFS SHINGLES, CAULKING, VENTS AND SEALANT		

Appliances (Check Manufacture Recommendations)

QUARTERLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE
VACUUM REFRIGERATOR COILS				
MAKE SURE ALL APPLIANCES ARE OPERATING CORRECTLY				

Yard / Outdoor

MONTHLY MAINTENANCE ITEMS	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
CHECK IRRIGATION SYSTEM FOR LEAKS													
MAKE SURE SPRINKLERS ARE NOT SPRAYING AGAINST FOUNDATION OR HOUSE													
SEASONAL MAINTENANCE ITEMS	DATE												
CHECK THE DRAINAGE AROUND THE HOUSE													
INSPECT THE EXTERIOR PAINT AND STAIN													
CHECK TO MAKE SURE NO WATER IS AROUND THE FOUNDATION													
EXTERIOR CAULK													
TRIM AND SIDING													
REPAIR AND REPLACE DAMAGED WINDOW SCREENS													
CLEAR DEAD PLANTS AND SHRUBS AWAY FROM THE HOUSE													
INSECT AND PEST CONTROL													
CLEAN AND REPAIR DECKS AND PATIOS AS NEEDED													
CLEAN OUT WINDOW WELLS OF DEBRIS													
CHECK MORTAR OF STONE AND BRICK, REPAIR AS NECESSARY													
INSPECT WINDOWS AND SLIDING GLASS DOORS													
MAKE SURE DOWNSPOUT EXTENSION ARE A MINIMUM OF 10" AWAY FROM HOUSE													
MAKE SURE YOU MAINTAIN A 4% SLOPE AWAY FROM HOUSE													
MAKE SURE ALL IRRIGATION WATER IS A MINIMUM OF 3' AWAY FROM HOUSE													

Cement

SEASONAL MAINTENANCE ITEMS	DATE
CHECK DRIVEWAY AND WALKWAYS FOR CRACKS (FILL WITH CONCRETE CAULK)	
SHOVEL WALKWAYS TO PREVENT ICE BUILD UP ON CEMENT (NEVER USE ICE MELT PRODUCTS)	
SEAL EXTERIOR CONCRETE	

Suspended Slabs

SEASONAL MAINTENANCE ITEMS	DATE
CAULK THE JOINT AROUND THE PERIMETER OF THE HOUSE AND THE SUSPENDED SLAB	
CAULK THE CONTROL JOINTS	
CAULK ANY OTHER CRACKS THAT APPEAR ON THE CONCRETE SLAB	
NEVER ALLOW STANDING WATER ON SLAB, BROOM OR SQUEEGEE WATER OUT OF GARAGE	

Garage

SEASONAL MAINTENANCE ITEMS	DATE	DATE	DATE	DATE
GARAGE DOOR MAINTENANCE				

Kitchen

SEASONAL MAINTENANCE ITEMS	DATE
SEAL COUNTERTOPS	

Other Notes on Home