

# HOME MAINTENANCE SCHEDULE



## Annually

513-831-1200

Date last completed

Area	Description	Date	Date2	Date3
Exterior Grading	The exterior grading should always slope away from the foundation to allow water to drain away from the house. Maintain a 6" drop within the first 10' from the foundation.			
TV/Cable Antenna	Check antenna supports for sturdiness and possible leaks.			
Electrical	Check exterior wiring for damage or excessive wear. If tree branches are near or resting on the electrical service lines your local power company should be notified.			
Humidifier	Have the humidifier serviced prior to winter. The humidifier filter should be changed annually.			
Oil Heating Systems	Have oil burning equipment serviced annually.			
Gas Meter	Smell around the gas meter for leaks, if there is evidence of a gas leak call your local gas company for repairs.			
Area	Description	Date	Date2	Date3
Garage Door & Door Opener	Have the garage door and door opener serviced annually.			
Window and Door Tracks	Check to see if the door and window weep holes are open along the base of the window/door. Clean out dirt and dust from around the door and window tracks.			
Bathroom Vent Fans	Clean the interior of the fan. The fan should be free of debris and be vented to the exterior of the house.			
Area	Description	Date	Date2	Date3
Kitchen Exhaust Fan	Remove and clean the filter. Clean any accumulated grease deposits from the fan housing.			
Refrigerator	Clean dust from behind the refrigerator and fan. Clean and defrost freezer if necessary.			
Dishwasher	Check for leaks around the seals of the door and make sure the drain line is looped high under the counter.			
Smoke & Carbon Dioxide Detectors	Test for power and replace batteries every 6 months			
Area	Description	Date	Date2	Date3
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.			
Landscaping	Trees branch's and limbs should be kept 6-12 feet away from the house and roof. Bushes and plants space a minimum of 12" away from the exterior of the house and foundation.			
Concrete and Asphalt Driveways	Power wash surfaces to prevent build up of dirt, mildew and oil on the surface.			

## Fall

Date last completed

Area	Description	Date	Date2	Date3
Exterior Hose Bibs	Inspect for proper operation and drain the line for the winter season. Drain and remove garden hoses from all the hose bibs.			
Grounds	Rake and remove leaves from around the house and foundation.			
Water Heater	Have a qualified plumber flush out the water heater to remove any accumulated sediment from the base of the tank.			
Faucet Aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.			

Area	Description	Date	Date2	Date3
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation (vents should not be blocked by insulation at the soffit areas)			
Countertops	Inspect for separations at sinks and backsplash. Caulk where required.			

Shower Doors/Tub Enclosures	Inspect caulking at the base of the tub/shower and floor and recaulk if necessary.			
Weather Stripping	Check exterior doors and garage service door weather stripping.			
Fireplace	Have the fireplace and chimney system inspected and cleaned prior to using.			
<b>Area</b>	<b>Description</b>	<b>Date</b>	<b>Date2</b>	<b>Date3</b>
Heating System	Have the heating system serviced in the fall by a qualified HVAC contractor.			
Refrigerator Coils	Clean and remove debris from the back of the refrigerator.			
<b>Area</b>	<b>Description</b>	<b>Date</b>	<b>Date2</b>	<b>Date3</b>
Roof	Have the roof inspected by a qualified inspector for leaks, damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. The flashing around roof stacks, vents, and skylights should be checked for leaks.			
Exterior Caulking	Check caulking for decay around doors, windows, corner trim boards, and joints. Caulk as needed.			
Gutters and Downspouts	Clean and check for leaks, misalignment, or damage. In areas with trees the gutters should be cleaned weekly during the fall. Having gutter guards installed would eliminate cleaning the gutters weekly.			
Exterior Walls	Check for deteriorating bricks and mortar. Check siding for damage or wood rot. Check painted surfaces for flaking paint.			
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 12 inches to your house). Maintain grading.			
Septic system	Examine septic system drain field for flooding and odors. Have tank inspected annually or per AHJ requirements.			

## Spring

Date last completed

<b>Area</b>	<b>Description</b>	<b>Date</b>	<b>Date2</b>	<b>Date3</b>
Exterior Walls	Check siding, trim, brick and mortar joints for cracking, damage and/or unsecured material.			
<b>Area</b>	<b>Description</b>	<b>Date</b>	<b>Date2</b>	<b>Date3</b>
Attic Space	Examine for evidence of any leaks near the gutter line due to winter ice dams. Check for evidence of birds, squirrels, raccoons, etc. Check the soffit vents for proper ventilation.			
Gutters System	Have the gutters & downspouts cleaned and inspected if they were not cleaned the previous fall.			
<b>Area</b>	<b>Description</b>	<b>Date</b>	<b>Date2</b>	<b>Date3</b>
Cooling System (Mid-March)	Have the cooling (AC) system serviced and cleaned by a qualified HVAC contractor.			
Windows	Have the windows inspected and cleaned.			
Driveway/Walkways	Clean/Power wash the driveway and walkway areas			
<b>Area</b>	<b>Description</b>	<b>Date</b>	<b>Date2</b>	<b>Date3</b>
Decks	Clean and/or power wash deck boards. Wood deck boards should be stained and sealed to prolong the life of the deck.			
Windows	Check window caulking and make any needed repairs.			
Grounds	Have the grounds cleaned and any dead vegetation cleaned and removed from around the foundation and siding of the home.			