

# MAINTENANCE FORM: SCHEDULE A



## HOME MAINTENANCE SCHEDULE

**Customer Name** \_\_\_\_\_

**Address** \_\_\_\_\_

### QUARTERLY

#### Plumbing

- Faucets and shower heads
- Drains
- Pipes
- Kitchen and bathroom cabinets
- Toilets
- Water heater

Check interior and exterior faucets for leaks. Clean Aerators. Replace washers if necessary.  
Clean with baking soda. Pour water down unused drains.  
Inspect visible pipes for leaks.  
Check under and around for leaks.  
Check for stability and leaks.  
Check area around water heater for leaks if you have hard water drain 1-2 gallons of water.

#### Interior

- Wood cabinets and trim
- Interior doors
- Garage door
- Window and door tracks
- Ceramic tile

Apply a wood protectant.  
Lubricate hinges.  
Lubricate hardware. Inspect Mechanism for free travel.  
Check to see if weep holes are open. Clean out dirt and dust.  
Lubricate rollers and latches.  
Check and clean grout.

# Electrical and Appliances

- Heating and cooling systems
- Kitchen exhaust fan
- Refrigerator
- Dishwasher
- Wiring, electrical, cords and plugs
- Smoke detector
- GFCI outlets

Clean and replace filters if necessary.

Remove and clean the filter. Clean accumulated grease deposits from the fan housing.

Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.

Check for leaks.

Check for wear or damage. Replace if necessary.

Test for proper operation and replace batteries if necessary.

Test for proper operation.

# Exterior

- Foundation
- Landscaping
- Concrete and asphalt

Inspect visible areas, vents and ducts for cracks, leaks, or blockages

Check for proper drainage.

Clean oil and grease.

**FALL**

# Plumbing

- Shut-off valves
- Outside faucets
- Water heater
- Faucet Aerators

Inspect for proper operation.

Drain.

Flush out hot water to remove accumulated sediment.

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.

## Interior

- |  |  |
|--|--|
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> Countertops                 | Inspect for separations at sinks and backsplash. Re-caulk where required.  |
| <input type="checkbox"/> Tiled Areas                 | Inspect for loose or missing grout or caulking. Re-grout or re-caulk if necessary.   |
| <input type="checkbox"/> Shower doors/tub enclosures | Inspect for proper fit. Adjust if necessary. inspect caulk and re-caulk if necessary   |
| <input type="checkbox"/> Weather stripping           | Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.  |
| <input type="checkbox"/> Sectional garage doors      | Adjust the travel and tension.   |
| <input type="checkbox"/> Fireplace                   | Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.  |

## Electrical and Appliances

- |   |   |
|---|---|
| <input type="checkbox"/> Heating system         | Service heating system and heat pump.   |
| <input type="checkbox"/> Cooling system         | Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary. |
| <input type="checkbox"/> Refrigerator coils     | Clean.  |
| <input type="checkbox"/> Combustible appliances | Inspect and service if necessary.   |

## Exterior

- |   |  |
|---|--|
| <input type="checkbox"/> Roof                   | Check for leaks. Check for damaged, loose or missing shingles. check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents and skylights for leaks. |
| <input type="checkbox"/> Chimney                | Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.  |
| <input type="checkbox"/> Gutters and downspouts | Clean and Check for leaks, misalignment, or damage.  |
| <input type="checkbox"/> Exterior walls         | Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.   |
| <input type="checkbox"/> Landscaping            | Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer that 3 inches to your house). Maintain grading.                |

- Concrete and asphalt
- Septic system
- Lawn and patio furniture

Check for cracks or deterioration. Reseal or repair if necessary  
Examine septic system drain field for flooding and odor. Have tank pumped yearly.  
Clean and store or cover with weather proof material.

## SPRING

### Plumbing

- Water heater

Flush out hot water to remove accumulated sediment.

### Interior

- Attic
- Countertops
- Tiled Areas
- Shower doors/tub enclosures
- Weather stripping

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.  
Inspect for separations at sinks and backsplash. Re-caulk where required.  
Inspect for loose or missing grout or caulking. Re-grout or re-caulk if necessary.  
Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.  
Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.

### Electrical and Appliances

- Heating and cooling system
- Circuit breakers
- Refrigerator

General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame collar; note odd sounds or smells; and check condition of venting. Remove debris around units.  
Exercise.  
Clean coils.

### Exterior

- Decks
- Roof

General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame collar; note odd sounds or smells; and check condition of venting. Remove debris around units.  
Exercise.  
Clean coils.

