

SEASONAL MAINTENANCE CHECKLIST

FOUNDATION – MASONARY - EXTERIOR	Spring	Fall
Check foundation walls, floors, concrete, and cracking, heaving or deterioration.	<input type="checkbox"/>	<input type="checkbox"/>
Check chimneys for loose, deteriorated, or missing mortar.	<input type="checkbox"/>	<input type="checkbox"/>
Check grading for proper slope away from foundation.	<input type="checkbox"/>	<input type="checkbox"/>
Check basement and crawl space for moisture or leakage after wet weather.	<input type="checkbox"/>	<input type="checkbox"/>
Check all wood surfaces for weathering and paint failure.	<input type="checkbox"/>	<input type="checkbox"/>
Check all decks, patios, porches, stairs, and railing members for deterioration.	<input type="checkbox"/>	<input type="checkbox"/>
Check foundation and attic vent screens for damage.	<input type="checkbox"/>	<input type="checkbox"/>
Cut back and trim all vegetation from structures.	<input type="checkbox"/>	<input type="checkbox"/>
THE ROOF		
Check for any missing, loose, or damaged shingles.	<input type="checkbox"/>	<input type="checkbox"/>
Check for open seams, blisters, or bald areas on flat roofs.	<input type="checkbox"/>	<input type="checkbox"/>
Clean gutters, strainers, and downspouts. Make sure downspouts divert water away from foundation walls.	<input type="checkbox"/>	<input type="checkbox"/>
Check for any evidence of water penetration in attic after wet weather.	<input type="checkbox"/>	<input type="checkbox"/>
Check flashings around all surface projections and sidewalls.	<input type="checkbox"/>	<input type="checkbox"/>
Trim back all tree limbs and vegetation away from the roof.	<input type="checkbox"/>	<input type="checkbox"/>
Check antenna supports for possible leak source.	<input type="checkbox"/>	<input type="checkbox"/>
Check fascia and soffits for deterioration and damage.	<input type="checkbox"/>	<input type="checkbox"/>

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DOORS & WINDOWS	Spring	Fall
Check for loose or missing glazing putty.	<input type="checkbox"/>	<input type="checkbox"/>
Check caulking for deterioration or all openings and joints between the wood and masonry.	<input type="checkbox"/>	<input type="checkbox"/>
Check weather-stripping.	<input type="checkbox"/>	<input type="checkbox"/>
Check for broken glass and damaged or missing screens.	<input type="checkbox"/>	<input type="checkbox"/>
Check all window and door hardware.	<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING		
Check all faucets, hose bibs, and supply valves for leakage.	<input type="checkbox"/>	<input type="checkbox"/>
Check for evidence of leaks around and under sinks, showers, toilets, and tubs.	<input type="checkbox"/>	<input type="checkbox"/>
Check water heater for leaks and corrosion.	<input type="checkbox"/>	<input type="checkbox"/>
Check lawn sprinkler system for leaky valves and exposed lines.	<input type="checkbox"/>	<input type="checkbox"/>
Have the septic tank cleaned every two (2) years.	<input type="checkbox"/>	<input type="checkbox"/>
Have well water checked for safety.	<input type="checkbox"/>	<input type="checkbox"/>
Know the location of the main water shut-off valve.	<input type="checkbox"/>	<input type="checkbox"/>

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HEATING & COOLING	Spring	Fall
Check or change furnace filters every three (3) months of operation.	<input type="checkbox"/>	<input type="checkbox"/>
Lubricate fan and motor bearings.	<input type="checkbox"/>	<input type="checkbox"/>
Check fan belt tension.	<input type="checkbox"/>	<input type="checkbox"/>
For steam systems, check shut-off valve for leaks and drain low water cut off per manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Keep area clean around heating and cooling equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Have system serviced annually.	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL		
Periodically check exposed wiring and cable. Replace at first sign of water or damage.	<input type="checkbox"/>	<input type="checkbox"/>
Check all lamp cords, extension cords, and plugs for wear. Replace as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Trip circuit breakers every six (6) months and ground interrupters monthly to insure proper function.	<input type="checkbox"/>	<input type="checkbox"/>
Learn location of electrical service panels and label each circuit.	<input type="checkbox"/>	<input type="checkbox"/>
If fuses blow, circuit breakers trip frequently, or any appliance sparks or shorts out, contact a licensed electrician for repairs.	<input type="checkbox"/>	<input type="checkbox"/>

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INTERIOR	Spring	Fall
Check ceilings and surfaces around windows for evidence of moisture during wet weather. Check all tile joints for adequate grout.	<input type="checkbox"/>	<input type="checkbox"/>
Check caulking around showers, bathtubs, sinks, and toilet base.	<input type="checkbox"/>	<input type="checkbox"/>
Check ceiling areas beneath bathroom for leakage.	<input type="checkbox"/>	<input type="checkbox"/>
Check all stairs and railings for any loose members.	<input type="checkbox"/>	<input type="checkbox"/>
Test all smoke alarms periodically per manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Check all fire and safety systems regularly.	<input type="checkbox"/>	<input type="checkbox"/>
Know the location of all gas shut-off valves.	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS		