

## Home Maintenance Chart (consult Part 11 Valucare for details)

	Monthly	Spring	Fall	Annually	N/A
<b>Structure &amp; Basement</b>					
Inspect for signs of termite/pest activity					
Check grading and drains for proper runoff					
Check basement/crawl space for dryness and soundness					
<b>Roof, Chimney, &amp; Skylights</b>					
Clean gutters and downspouts					
Check attic after heavy rain					
Check gutter alignment					
Clean leaves and debris from valleys and flat roof areas					
Check caulking and flashing for tightness					
Check chimney flue for creosote build-up					
Check masonry chimney for spalled brick and deteriorated crown					
<b>Exterior</b>					
Check painted surfaces and sealants for deterioration					
Check drive and other pavement for cracks and loose surfaces					
Clean out window wells and area ways					
Check condition of hand/guard rails					
Check trees for contact with house and utility lines					
Check garage door openers for safety and reversing operation					
<b>Heating &amp; Cooling</b>					
Clean/Change furnace filters					
Clean humidifier and change wetting element as needed					
Vacuum gas burner heads (with pilot and system off)					
Professionally service gas and oil systems					
Test chimney for backdrafting					
Oil circulating pump					
Clean condenser coil and coil fin and cover A/C condenser for Winter (Note: do not cover heat pump in any season)					
Check condenser for level					
<b>Electrical</b>					
Check service entrance cable for damage and looseness					
Check service entrance cable wall penetration for duct sealant					
Test ground fault interrupter circuits					
<b>Electrical (continued)</b>					
Trip and reset circuit breakers					
Check receptacles for loose covers and boxes					
Call an electrician if you feel any tingling or shock from appliances, equipment, or metal surfaces or if lights flicker, brighten, dim, or if you smell or feel burning or overheating at receptacles					
<b>Plumbing</b>					
Clean out sump pit and test sump pump					
Check all valves, flush valves, and pipes for leaking					
Winterize hose bibbs					
Check dishwasher air gap for overflow					
Flush water heater and check water temperature					
Service septic and well					
Change backflow preventers and relief valves					
<b>Interior &amp; Attic</b>					
Check floors for wear and damage					
Check windows for ease of operation					
Check doors for alignment					
Check windows and doors for weatherstripping					
Check windows and doors for torn screens					
Check surfaces for paint failure					
Check hand and guard rails for overall stability					
Check attic for screened vents, critters, and fan operation					
<b>Appliances</b>					
Clean and check integrity of refrigerator seal					
Clean refrigerator coil and condensate pan					
Check gas stove for proper blue flame and ignition					
Check dryer vent line for breaks and blockage					
Clean exhaust fan filters					
Check washer water hoses for leaks and softness					
Follow manufacturer's recommendations for maintenance					
<b>Miscellaneous</b>					
Check smoke and carbon monoxide detectors					
Check sealants at tub, tile, and shower					