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We take our business and your trust seriously!

That's why we are active members
of the following organizations:



HOME MAINTENANCE *Checklist*

PROPERTY ADDRESS:





HOME MAINTENANCE Checklist

Buying a home is one of the largest purchases you will make. We understand the importance of caring for your investment.

Please reference this checklist regularly to keep up with the maintenance on your home... and congratulations!

Note: This maintenance checklist is provided as a service to our clients. It is not intended to be exhaustive in nature. As with any maintenance if you find that you aren't comfortable or knowledgeable enough to handle the task personally, please consult a professional.



| SPRING MAINTENANCE | DATE COMPLETED |
|---|----------------|
| Test and replace batteries in smoke/ carbon monoxide detectors | |
| Inspect/repair bathroom/kitchen caulk | |
| Vacuum refrigerator coils | |
| Schedule air conditioning inspection | |
| Check fire extinguishers | |
| Clean kitchen exhaust hood and filter | |
| Clean and seal deck (if needed) | |
| Inspect/touch up exterior paint | |
| Inspect siding/masonry for damage | |
| Remove storm windows; install screens | |
| Repair/replace damaged window screens | |
| Inspect roof for damage | |
| Inspect attic for leaks | |
| Inspect outdoor play equipment | |
| Inspect; repair and clean gutters | |
| Septic tank inspection (if needed) | |
| Replace air and furnace filters | |
| Check lamp cords, extension cords and electrical plugs and arrange repair | |
| Inspect/repair humidifier & dehumidifier | |

| SUMMER MAINTENANCE | DATE COMPLETED |
|--|----------------|
| Clean kitchen exhaust hood and filter | |
| Vacuum refrigerator coils | |
| Reverse ceiling fans | |
| Inspect foundation for drainage problems and grading issues | |
| Clean downspouts | |
| Inspect basement/crawl space for drainage issues | |
| Inspect for insect activity (Termites, ants, wood bees etc.) | |
| Inspect/repair driveways and sidewalks | |

| FALL MAINTENANCE | DATE COMPLETED |
|---|----------------|
| Test and replace batteries in smoke/ carbon monoxide detectors | |
| Check fire extinguishers | |
| Clean kitchen exhaust hood and filter | |
| Drain sediment from hot water heater | |
| Vacuum refrigerator coils | |
| Insulate exposed pipes as needed | |
| Schedule furnace inspection | |
| Remove window air conditioners; cover free standing units | |
| Schedule fireplace inspection | |
| Replace air and furnace filters | |
| Remove screens; install storm windows | |
| Turn off outdoor water; store hoses | |
| Inspect roof for damage | |
| Clean gutters | |
| Inspect/repair caulk for windows/doors | |
| Trim trees/shrubs away from house | |
| Inspect decks for nail/screws popping up | |
| Cover/store outdoor furniture | |
| Schedule snow removal; tune up snow blower if handling removal yourself | |
| Clean dirt/dust from around furnace | |
| Clean window wells and storm drains | |

| WINTER MAINTENANCE | DATE COMPLETED |
|--|----------------|
| Clean kitchen exhaust hood and filter | |
| Test GFCI outlets | |
| Vacuum refrigerator coils | |
| Clean dryer vent | |
| Check sinks and toilets for leaks | |
| Inspect hoses on washing machine; dishwasher and ice maker for leaks | |
| Change direction of ceiling fans | |
| Test sump pump | |