

# Home Maintenance

## Quarterly schedule



| Plumbing                          |   | Date Last Completed |  |  |  |
|-----------------------------------|---|---------------------|--|--|--|
| Faucets and shower heads          | Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.  |                     |  |  |  |
| Drains                            | Clean with baking soda. Pour water down unused drains.  |                     |  |  |  |
| Pipes                             | Inspect visible pipes for leaks.  |                     |  |  |  |
| Kitchen and bathroom cabinets     | Check under and around for leaks.   |                     |  |  |  |
| Toilets                           | Check for stability and leaks.  |                     |  |  |  |
| Water heater                      | Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.  |                     |  |  |  |
| Interior                          |   |                     |  |  |  |
| Wood cabinets and trim            | Apply a wood protectant.  |                     |  |  |  |
| Interior doors                    | Lubricate hinges.   |                     |  |  |  |
| Garage door                       | Lubricate hardware. Inspect mechanism for free travel.  |                     |  |  |  |
| Window and door tracks            | Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.  |                     |  |  |  |
| Basement or crawl space           | Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.   |                     |  |  |  |
| Ceramic tile                      | Check and clean grout.  |                     |  |  |  |
| Electrical and Appliances         |   |                     |  |  |  |
| Heating and cooling systems       | Clean and replace filters if necessary.   |                     |  |  |  |
| Kitchen exhaust fan               | Remove and clean the filter. Clean accumulated grease deposits from the fan housing.  |                     |  |  |  |
| Refrigerator                      | Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.  |                     |  |  |  |
| Dishwasher                        | Check for leaks.  |                     |  |  |  |
| Wiring, electrical cords, & plugs | Check for wear or damage. Replace if necessary.   |                     |  |  |  |
| Smoke detector                    | Test for proper operation and replace batteries if necessary.   |                     |  |  |  |
| GFI outlets                       | Test for proper operation.  |                     |  |  |  |
| Exterior                          |   |                     |  |  |  |
| Foundation                        | Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.  |                     |  |  |  |
| Landscaping                       | Check for proper drainage.  |                     |  |  |  |
| Concrete and asphalt              | Clean oil and grease.   |                     |  |  |  |
| Fall                              |   |                     |  |  |  |
| Plumbing                          |   |                     |  |  |  |
| Plumbing shut-off valves          | Inspect for proper operation.   |                     |  |  |  |
| Outside faucets                   | Drain.  |                     |  |  |  |
| Water heater                      | Flush out hot water to remove accumulated sediment.   |                     |  |  |  |
| 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. |                     |  |  |  |

(Continued on Reverse)