

# HOME MAINTENANCE CHECKLIST AND MAINTENANCE CALENDAR

ACTIVITY	FREQUENCY	ACTION STEPS, THINGS TO LOOK FOR	CHECK DATE	4
Air filters	Monthly*	Clean or replace HVAC filters		
Attic	Monthly	Water stains, condensation, rodents		
Basement	Monthly	Cracks, leaks, dampness, termites		
Bathroom tile	Semi-annually	Check grout for mildew, cracking		
Blacktop driveway	Semi-annually	Repair cracks, coat with sealer		
Brickwork	Annually	Cracks, loose mortar, area discoloration		
Central air conditioner	Annually	Clean, replace filter, remove debris, trim shrubs		
Chimney(s)	Annually	Clean annually, check for cracks, water damage		
Decks	Semi-annually	Waterproof, check for loose boards, nails		
Dehumidifier	As necessary*	Empty as necessary (or install waste drain system)		
Downspouts	Semi-annually	Drain away from house, unclog debris, leaves		
Electric motors	Semi-annually	Check, clean, add oil as needed		
Exterior doors	Semi-annually	Weatherstrip, proper fit, paint/stain all surfaces		
Exterior paint	Semi-annually	Flaking, peeling, worn looking areas		
Fences	Semi-annually	Repair, repaint fence and gates, oil hinges		
Fire/smoke/fume alarms	Semi-annually	Change batteries, test system fully		
Fire extinguishers	Semi-annually	Check charge and restore as needed		
Fireplace	Monthly	Clean out ash, check vent, look for water stains		
Floor drains	Semi-annually	Flush water to test, clean out as necessary		
Fuel oil tank	Annually	Leaks, fuel oil odor, rust build-up		
Garage	Semi-annually	Sweep out, reorganize, hang tools, bikes, etc.		
Garage door	Semi-annually	Check and adjust to fit, lubricate as necessary		
Grill	Semi-annually	Clean, replace worn parts, check fuel lines, valves		
Gutters	Monthly	Check for leaves, debris, keep clean, open		
Hardwood floors	Semi-annually	Clean off old wax and polish		
Heating system	Monthly*	Check pressure, vent stack, leaks		
Hot water heater	Annually	Temperature control system pressure, leaks		
Kitchen range hood	Monthly	Clean filter in hood as necessary		
Outdoor furniture	Annually	Clean at end of season, cover, store in heated space		
Patio/terrace	Monthly	Sweep, remove leaves, wash as needed		
Plumbing	Monthly	Dripping faucets, pipes, wet floor around toilets		
Refrigerator	Semi-annually	Remove dust from condenser, clean underneath		
Retaining wall	Annually	Maintain drainage away from walls		
Roof	Monthly	Check roof for debris, leaves, loose shingles		
Septic system	Annually	Wet surface area, odor		
Siding	Semi-annually	Loose clapboards, shingles, rust around nails		
Sidewalks	Annually	Level, remove vegetation around edges, in cracks		
Sliding doors	Semi-annually	Clean glass, screen, tracks, silicone lube in tracks		
Storms/screens	Semi-annually'	Clean glass, tracks, screen, silicone lube in tracks		
Sump pump	Monthly*	Pour water in pit, test motor, auto-switch		
Termite	Semi-annually	Swarms, fall/spring, mud tunnels on foundation		
Trees	Annual	Feeding schedule, pruning, insect repellent sprays		
Vents	As necessary*	.Open or close as necessary with each season		
Walls	Semi-annually	Check for mildew spots, cracks		
Water pump	Annually	Check belt, grease or oil as needed		
Water purifier	Monthly	Check for adequate filtration supplies		
Windows	Semi-annually	Loose putty, dry rot in sills or casing		
Window shutters	Annually	Blistered paint, leaves/debris behind shutter		
Wood furniture	Annually	Clean and wax (paste wax)		
Wooden steps	Annually	Decay, termites, moisture build-up, frost damage		