

Home Maintenance CHECKLIST

On A Monthly Basis:

- Clean or replace the HVAC filters** (typically located at your fresh air return).
- Inspect, clean or replace kitchen vent hood filters** (non-charcoal filters).
- Flush all toilets and run water through all sinks**, especially in bathrooms that are not used on a regular basis.

On A Quarterly Basis:

- Check the exterior drainage conditions.** Ensure that nothing is causing water to stand in puddles for more than 24 hours, and that water from any source is not draining toward your foundation.
- Check your GFCIs** (ground fault circuit interrupters) by tripping the circuit interrupter buttons and then resetting them. If they will not trip and reset, contact your Customer Service Department.
- Inspect and clean all of your exhaust fans and vents.** Make sure that air flows freely and that each one is operating correctly. Check for abnormal noises or vibrations. Make sure dryer vent is free and clear of lint or other debris.
- Lubricate all overhead garage door hinges with lithium spray.**
- Inspect and clean all weep holes for water damage (windows).**

On A Seasonal Basis:

- Every six months, inspect and service your HVAC system.**
- Inspect and adjust sprinkler systems.** Set your timers for the proper season to ensure enough, but not too much water per station.
- Twice a year, you should inspect and repair caulked areas, as necessary:**
 - Kitchen and bath wet areas
 - Bathroom/Commode areas: check the sealant where the stool meets the floor to ensure the sealant is intact
 - Window and door seals
 - Around all penetrations (hose, faucets, duct work from vents)
 - Vinyl, aluminum, or wood siding
 - Stucco or mortar cracks
 - Interior settling or shrinkage sheetrock cracks

On An Annual Basis:

- Drain and refill your hot water heater(s).** This may be necessary on a more frequent basis if you live in an area with extremely hard water.
- Inspect and test your hot water heater safety valve.**
- Inspect your garage door(s), rail and lock system:** adjust and lubricate, as needed.
- Clean faucet aerators and inspect plumbing for leaks.**
- Clean and sharpen your garbage disposal** by running a tray of ice cubes and depositing a cleaning (foaming) product into the disposal.
- Inspect home fire extinguishers.**
- Replace smoke and carbon monoxide alarm batteries.**

