



**PROPERTY
UPSURGE**
Masters In Management

“An ounce of prevention is
worth a pound of cure”

Home Maintenance Checklist

Use this checklist to help you maintain your home.

Regular Monthly Maintenance:

- Check that fire extinguishers) are fully charged. Re-charge if necessary.
- Examine heating/cooling air filters and replace or clean as necessary
- Bleed that water heater radiator valves.
- Clean gutters and downspouts. Ensure that downspouts are secure, and that the discharge of the downspouts is appropriate. Remove debris from window wells.
- Carefully inspect the condition of shower enclosures. Repair or replace deteriorated grout and caulk. Ensure that water is not escaping the enclosure during showering. Check below all plumbing fixtures for evidence of leakage.
- Repair or replace leaking faucets or shower heads.
- Secure loose toilets, or repair flush mechanisms that become troublesome.

Spring & Fall Maintenance:

- Examine the roof for evidence of damage to roof covering, flashing and chimneys.
- Look in the attic (if accessible) to ensure that roof vents are not obstructed. Check for evidence of leakage, condensation or ermin activity. Level out insulation if needed.
- Trim back tree branches and shrubs to ensure that they are not in contact with the house.
- Inspect the exterior walls and foundation for evidence of damage, cracking or movement. Watch for bird nests or other vermin or insect activity.
- Survey the basement and or crawl space walls for evidence of moisture seepage.
- Look oat overhead wires coming to the house. They should be secure and clear of trees or other obstructions.
- Ensure that the grade of the land around the house encourages water to flow away from the foundation.
- Inspect all driveways, walkways, decks, porches, and landscape components for evidence of deterioration, movement or safety hazards.
- Clean windows and test their operation. Improve caulking and weather-stripping as necessary. Watch for evidence or rot in wood windows frames. Paint and repair window sills and frame as necessary.
- Inspect for evidence of wood boring insect activity. Eliminate any wood/soil contact around the perimeter of the home.
- Test the overhead garage door opener, to ensure that the auto-reverse mechanism is responding properly. Clean and lubricate hinges, rollers and tracks on overhead doors.
- Replace or clean exhaust hood filters.
- Clean, inspect and or service all appliances as per the manufacturer’s recommendations.

Annual Maintenance:

- Replace smoke detector batteries.
- Have the heating, cooling and water heater systems cleaned and serviced.
- Have a chimneys inspected and cleaned. Ensure that rain caps and vermin screens are secured.
- Examine the electrical panels, wiring and electrical components for evidence of overheating. Ensure that all components are secure. Flip the breakers on and off to ensure that they are not sticky.
- If your home is in an area prone to wood destroying insects (termites, carpenter ants, ect.) have the home inspected by a licensed specialist. Preventive treatments may be recommended in some cases.