

Homeowners Maintenance Schedule

Keep your investment in top shape to help reduce losses and stress

Monthly

- Clean or replace HVAC filters.
- Clean your Dishwasher Filter
- Clean the kitchen drain/garbage disposal. – Use a mix of baking soda and vinegar to clean the drain. If you have a disposal, grind up lemon peels, orange peels and/or ice. This will help to eliminate odors and stuck on foods.
- Check for plumbing leaks near supply lines and drains
- Inspect each fire extinguisher in your home. Make sure the pin and tamper seal are intact; verify that the pressure reading is still in the proper range, and that there's no visible damage to any part of the extinguisher.

Spring

- Install a fresh set of batteries in all smoke and carbon monoxide detectors. If you have the new detectors with 10-year batteries, you don't need to do this.
- Test (and dust) detectors to ensure they're in good working order.
- Inspect the caulk in your kitchen and bathrooms; re-caulk where needed.
- Vacuum your refrigerator's coils.
- Schedule an air conditioning inspection (or perform your own inspection). Be sure to clean your AC Condensate drain to prevent clogs.
- Clean the kitchen exhaust hood and air filter to remove grease and prevent fires.
- Clean your washing machine filter. (If applicable)
- Inspect your Pool Cage. Check for missing or loose Tapcon screws or damage/torn screen.
- Inspect exterior paint (on house and outbuildings), and do touch-ups as needed.
- Inspect siding/masonry. Make repairs and re-caulk around windows and doors as needed.
- Repair or replace damaged window screens.
- Inspect your roof for damage. Look for broken, missing or loose shingles and roof leaks.
- Inspect the attic for signs of leaks or pests. Don't forget your Flashlight ☺
- Inspect outdoor play equipment for safety issues. Look for loose bolts, broken equipment and active wasp or bee nests. Address any issues found.
- Clean out your gutters.
- Prune shrubs. Spring-flowering shrubs should be pruned after they've bloomed. Summer-flowering shrubs should be pruned before they've bloomed.
- Schedule your yearly septic tank inspection. (If applicable)

Summer

- Clean the kitchen exhaust hood and air filter to remove grease and prevent fires.
- Vacuum your refrigerator's coils.
- Inspect your foundation for drainage issues. Look for clogged downspouts, grading problems, etc.
- Inspect the basement and/or crawl space for moisture issues. Address anything you find.
- Inspect inside and outside your home for insect activity. Check for termites, ants, carpenter bees, wasps, etc.)

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Fall

- Install a fresh set of batteries in all smoke and carbon monoxide detectors. If you have the new detectors with 10-year batteries, you don't need to do this.
- Test (and dust) detectors to ensure they're in good working order.
- Clean the kitchen exhaust hood and air filter to remove grease and prevent fires.
- Clean your washing machine filter (if applicable)
- Drain the sediment from the water heater. If you have a tankless water heater, flush the sediment from the lines, instead.
- Vacuum your refrigerator's coils.
- Schedule an air conditioning inspection (or perform your own inspection). Be sure to clean your AC Condensate drain to prevent clogs.
- Schedule a chimney inspection and cleaning. (if applicable)
- Inspect your roof for damage. Look for broken, missing or loose shingles and roof leaks.
- Clean out your gutters.
- Inspect the caulk around all windows and doors; re-caulk as needed
- Trim trees and shrubs to ensure nothing is touching the house.
- Inspect your Pool Cage. Check for missing or loose Tapcon screws or damage/torn screen.

Winter

- Clean the kitchen exhaust hood and air filter to remove grease and prevent fires.
- Test GFCI outlets in kitchens, bathrooms, and laundry rooms.
- Vacuum your refrigerator's coils.
- Clean your dryer vent to prevent a dryer fire.
- Check all sinks and toilets for leaks and make any necessary repairs.
- Inspect the hoses on your washing machine, dishwasher, and ice maker for leaks, and replace as needed.