

## Essential Basic Yearly Home Maintenance Guide

### Exterior

- Check grade or land for proper slope away from home every spring
- Clear out debris out of window well every fall and verify for frost heaving, loose and damage
- Check and clean eavestroughs and downspouts regularly
- Check drains or catch basins for proper drainage and ensure if clean, call city if any concerns for city drains
- Check driveways and walkways for loose materials or tripping hazards
- Have roofs checked every 2 years for damaged or missing shingles, seal flashings as required.
- Check trees annually for damage to roofs, siding, foundation, etc..
- Check roofs for ice damming during winter and have snow and ice removed as required
- Check condition of siding annually
- Check painting of wood trim annually, paint annually
- Check wood trim, soffit and fascia and paint as required
- Check for loose and damage mortar annually
- Check condition of chimney annually
- Test garage door operation and check safety features monthly and lubricate yearly
- Check garage for proper gas proofing yearly
- Check steps, decks, balconies and porches yearly for rot and proper supports and verify for proper and secure railings and handrails
- Have sprinkler systems professionally winterized
- Have pool professional opened and closed for season

### Structure

- Check foundation for water leaks in spring
- Check foundation for cracks annually
- Check roof for excessive snow loads in the winter time

### Electrical

- Test or trip all GFCI monthly, bathrooms, exterior, on panel, pool, tubs kitchen, etc.
- Test or trip AFCI on panel s monthly if applicable
- Test or trip all breakers annually
- Check wiring and outlets for damage annually
- Have electrician do more detailed check up every 5 years
- Check overhead wires annually for proper clearance from trees and branches

### Heating/Cooling

- Have furnace/boiler serviced annually
- Replace or clean furnace filter monthly
- Check plastic exhaust and intake pipes during winter for proper clearances to snow
- For boilers if applicable, oil circulating pump and bleed all radiators and check for leaks
- Check oil tanks for leaks annually , replace if too old
- Clean humidifier regularly during heating season, shut off for summer season, shut damper, open for winter
- Replace batteries in thermostat yearly if applicable
- Have contractor service air conditioner yearly, turn breaker on before contractor services
- Turn A/C breaker off at panel prior to winter , turn back on at least 24 hours prior to using A/C

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- Clean HRV or air exchanger regularly , filters every 3 months, soak core for 3 hours once a year, clean intake and unit

### Plumbing

- Check leaks regularly
- Turn off exterior water taps off prior to winter and remove hose, bleed if applicable
- Have well water tested at least one a year. Check well and well equipment
- Have septic system cleaned and verified annually or every second year
- Check water heaters annually and drain sediments
- Check sump pump regularly and verify floor drain

### Insulation

- Check attic insulation and ventilation annually.
- Check exterior caulking yearly
- Check crawlspace proper insulation and ventilation and rodents yearly

### Interior

- Check for water stains and damage yearly
- Check for cracks yearly
- Check window and screens and lubricate as required
- Check doors and windows for tight seal annually
- Check railing and handrails for proper operation annually
- Have fireplaces cleaned yearly
- Have wood stoves cleaned twice a season
- Check bathroom for leaks and proper caulking, verify all grout joints and seal as required
- Check toilets for leaks and if loose

- Check annually plumbing fixtures for damage and cleanout screens or aerators
- Check all plumbing valves for leaks annually
- Check “P” traps under sinks, fixtures and dishwashers for leaks annually
- Check and clean kitchen bathroom exhaust yearly
- Check and clean dryer exhaust yearly
- Check and test smoke and carbon monoxide detectors monthly, replace every 10 years
- Annual safety check, Door locks, smoke detectors, window locks, potential fire hazards

Please note that this guide is intended to provide owners with general guide to maintenance of home and should not considered a complete list of all maintenance items. One should refer to manufactures and builders complete list as well as experts in the individual fields.