**Routine Maintenance Tasks**

* **Daily**
* **Weekly**
* **Monthly**
* **Annually**
* **As Needed**

**Exterior**

|  |  |
| --- | --- |
| Clear drains | Downspouts, French drains |
| Gutters | Screens, covers, remove leaves  Sagging? Leaking? |
| Trees/shrubs | Limbs over roofs/gutters/power meters  Mulch away from foundation/sill |
| Exterior Paint | Cracked or stained  Dry rot symptoms |
| Concrete foundation | Cracks/breaks/oily |
| Under floor vents | Screens torn or missing |
|  | Check for wood, moisture, clear access |
| A/C | Clear area for ventilation |
|  | Annual contractor checkup/recharge |
| Water pipes | Keep from freezing - insulation |
| Deck/fence | R&R, posts leaning, Reseal |
| Exterior doors | Self-closing, dead bolts |
| Screens | Torn, saggy |
| Watering systems | Emitters missing, lines damaged (more later) |

**GARAGE**

|  |  |
| --- | --- |
| Garage Door | Reset opener frequency  Grease rollers |
| Inner Door | Holes in door, auto closure, fire rated |
| Cleaning supplies | Flammables away from flames |
| Softeners | Recharging, maintenance |
| Water heater | Draining  Strapping |
| FURNACE | Clean/replace filters, routine maintenance |
| Registers (whole house) | Open/closing flow restriction  Zoning dampers  Cleaning ducts |
| Watering system timers | Reset as needed  Replace battery backup |

**Laundry Room**

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| --- | --- |
| Washer | Check hoses for leaks  Replace with metal clad hoses |
| Dryer | Clean filters  Clean dust exhaust pipe  Check hose for crimps |

**KITCHEN**

|  |  |
| --- | --- |
| Water filters | Clear/replace per schedule |
| Refrigerator | Check water connection  Replace filter per schedule  *Clean cooling coil area* |
| Dishwasher | “*affresh*” dishwasher cleaner  Replace quick dryer solution |
| Oven | Clean per instructions |
| Stove top | Clean surfaces  Wash exhaust fan filters |
| Faucets | Clean strainer/aerator  Check for leaks under sink |
| Hot Water tap | Replace cartridges per schedule |
| Lights | Stove top/refrigerator/oven/room |
| AC outlets | GFCI testing (more later) |
| Clocks | Reset by season  Battery backup |

**BATHROOM**

|  |  |
| --- | --- |
| AC outlets | GFCI testing |
| Faucets | Check strainers/aerators  Leaks/drips |
| Drains | Cleaning, de-clogging  Chemicals vs. dry |
| Exhaust fans | Clean screens |
| Hair dryers | Clean screens |

**GENERAL**

|  |  |
| --- | --- |
| Smoke/CO alarms | Replace/replace batteries |
| Fireplace | Check for cracks  Close dampers in season |
| Thermostats | Seasonal setting  Battery backup replacement |
| Extension cords | Cracked/frayed |
| Battery supply | AA, AAA, C, & 9-volt supply maintained |
| Telephone | Battery backup  Add one hard-wired unit |
| Computers | Air intake  Mouse/keyboard batteries  Printer cartridge supply  Paper supply |
| Light bulbs | Replace incandescent bulbs |

**SIMPLE REPAIRS Checklist**

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