**Routine Maintenance Tasks**

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

**Exterior**

|  |  |
| --- | --- |
| Clear drains | Downspouts, French drains |
| Gutters | Screens, covers, remove leavesSagging? Leaking? |
| Trees/shrubs | Limbs over roofs/gutters/power metersMulch away from foundation/sill |
| Exterior Paint | Cracked or stainedDry 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 frequencyGrease rollers |
| Inner Door | Holes in door, auto closure, fire rated |
| Cleaning supplies | Flammables away from flames |
| Softeners | Recharging, maintenance |
| Water heater | DrainingStrapping |
| FURNACE | Clean/replace filters, routine maintenance |
| Registers (whole house) | Open/closing flow restrictionZoning dampersCleaning ducts |
| Watering system timers | Reset as neededReplace battery backup |

**Laundry Room**

|  |  |
| --- | --- |
| Washer | Check hoses for leaksReplace with metal clad hoses |
| Dryer | Clean filtersClean dust exhaust pipeCheck hose for crimps |

**KITCHEN**

|  |  |
| --- | --- |
| Water filters | Clear/replace per schedule |
| Refrigerator | Check water connectionReplace filter per schedule*Clean cooling coil area* |
| Dishwasher |  “*affresh*” dishwasher cleanerReplace quick dryer solution |
| Oven | Clean per instructions |
| Stove top | Clean surfacesWash exhaust fan filters |
| Faucets | Clean strainer/aeratorCheck 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 seasonBattery backup |

**BATHROOM**

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

**GENERAL**

|  |  |
| --- | --- |
| Smoke/CO alarms | Replace/replace batteries |
| Fireplace | Check for cracksClose dampers in season |
| Thermostats | Seasonal settingBattery backup replacement |
| Extension cords | Cracked/frayed |
| Battery supply | AA, AAA, C, & 9-volt supply maintained |
| Telephone | Battery backupAdd one hard-wired unit |
| Computers  | Air intakeMouse/keyboard batteriesPrinter cartridge supplyPaper supply |
| Light bulbs | Replace incandescent bulbs |

**SIMPLE REPAIRS Checklist**

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