

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

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 <i>Clean cooling coil area</i>
Dishwasher	<i>"affresh"</i> 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
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