

HOME MAINTENANCE CHECKLIST

UPON TAKING OWNERSHIP

After taking possession of a new home, some maintenance and safety issues should be addressed immediately. The following checklist should help you undertake these improvements:

- Review your home inspection report for any items that are in need of repair. Address these issues as required.
- Change the locks on all exterior entrances.
- Check that all windows and doors are secure. Improve window hardware as necessary. Security rods can be added to sliding windows and doors. Consider installing a security system if one is not present.
- Install smoke detectors on each level of the home. Ensure that there is a smoke detector outside all sleeping areas. Replace batteries on any existing smoke detectors and test them regularly. Replace batteries when Day-Light savings time changes
- Create a plan of action in the event of a fire. Ensure that there is an operable window or door in every room of the house. Consult with your local fire department regarding fire safety and what to do in the event of fire.
- Examine driveways and walk ways for trip hazards. Undertake repairs where necessary. Examine the interior of the home for trip hazards, loose or torn carpeting and damaged flooring should be repaired.
- Undertake improvements to all stairways, decks, porches and landings where there is a risk of falling or stumbling.
- Install rain caps and vermin screens on all chimney flues as necessary
- Investigate the location of the main shut-off valves for the plumbing, heating and electrical systems.

REGULAR MAINTENANCE

Monthly

- Check that fire extinguisher(s) are fully charged. Re-charge if necessary.
- Examine heating/cooling air filters and replace or clean as necessary. (every 4-6 weeks)
- Inspect and clean humidifiers and electronic air cleaners.
- If the house has hot water heating, bleed radiator valves.
- Clean out gutters and downspouts. Ensure that downspouts are secure, and that the water discharge is appropriate. Remove debris from window wells. These steps will help reduce the possibility of future wood rot.
- Carefully inspect the condition of shower enclosures. Repair or replace deteriorated grout and caulk. Ensure that water is not escaping the enclosure during showering. Check below all plumbing fixtures for evidence of leakage.
- Repair or replace leaking faucets or showerheads.
- Secure loose toilets, or repair flush mechanisms that become troublesome.

Spring and Fall

- Examine the roof for evidence of damage to roof coverings, flashings and chimneys.
- Look in the attic (if accessible) to ensure that roof vents are not obstructed. Check for evidence of leakage, condensation or vermin activity. Level out insulation if needed.
- Trim back tree branches and shrubs to ensure that they are not in contact with the house. Maintain at least 6 inches between shrubbery and the home, and 3 feet between tree branches and the roof structure.
- Inspect the exterior walls and foundation for evidence of damage, cracking or movement. Watch for bird nests, vermin or insect activity.
- Survey the basement and/or crawl space walls for evidence of moisture seepage.
- Look at overhead wires coming to the house. They should be secure and clear of trees or other obstructions.
- Ensure that the grade of the land around the house encourages water to flow away from the foundation by at least 5 feet. This precaution is critical to the performance of your foundation.

- Inspect all driveways, walkways, decks, porches, and landscape components for evidence of deterioration, movement or safety hazards.
- Clean windows and test their operation. Improve caulking and weather-stripping as necessary. Watch for evidence of rot in wood window frames. Paint and repair window sills and frames as necessary.
- Test all ground fault circuit interrupter (GFCI) devices.
- Shut off isolating valves for exterior hose bibs in the fall, if below freezing temperatures are anticipated.
- Test the Temperature and Pressure Relief (TPR) Valve on water heaters. If you can not get the device to shut off after testing, it should be replaced.
- Inspect for evidence of wood boring insect activity, Eliminate any wood/soil contact around the perimeter of the home. All soils around the home should be at least 2 inches below the foundation brick ledge.
- Test the overhead garage door opener, to ensure that the auto-reverse mechanism is responding properly. Clean and lubricate hinges, rollers and tracks on overhead doors.
- Replace or clean exhaust hood filters.
- Clean, inspect and/or service all appliances as per the manufacturers recommendations.

Annually

- Have the heating, cooling and water heater systems cleaned and serviced.
- Have chimneys inspected and cleaned. Ensure that rain caps and vermin screens are in place and secure.
- Examine the electrical panels, wiring and electrical components for evidence of overheating. Ensure that all components are secure. Flip the breakers on and off to ensure that they are not sticky. Exercise caution with this portion of necessary maintenance. If you are not familiar with electricity, contact an electrician for assistance.
- If the house utilizes a well, check and service the pump and holding tank. Have the water quality tested. If the property has a septic system, have the tank inspected (and pumped as needed).
- If your home is in an area prone to wood destroying insects (termites, carpenter ants, etc.), you should have the home inspected on a quarterly basis by a licensed Pest Control contractor. Preventative treatments may be recommended in some cases.

Prevention Is The Best Approach

Preventative maintenance is the best way to keep your house in great shape. It also reduces the risk of unexpected repairs and improves the odds of selling your house at fair market value, when the time comes.

Please feel free to contact Property Performance Assessments at (817) 573-0507 should you have any questions regarding the operation or maintenance of your home. Enjoy your home!