

# PREVENTIVE MAINTENANCE CHECKLIST

## SPRING

### GROUNDS

- Check condition of driveways and walks.
- Check window wells, dry wells, and storm drains for blockage.
- Check fencing conditions and gate operation.
- Check retaining walls for cracks, bulges, and leaning.
- Check all landscaping; trim all bushes and trees.
- Check all out-buildings, porches and patios.
- Check for proper grading and drainage throughout property.
- Check lawn sprinkler system operation.
- Check all equipment in preparation for pool opening.

### FOUNDATION

- Check (during rainstorm) for drainage away from foundation.
- Check for settlement, cracks, and spalling.

### SIDING AND CHIMNEYS

- Check all surfaces for damage or deterioration.
- Check caulking at all joints.
- Treat or paint worn or exposed wood components.
- Check condition of masonry chimneys and vents.

### WINDOWS AND DOORS

- Check for damaged screens or broken glass.
- Check weather-stripping, caulking, and window putty.
- Check for frame decay or damage.
- Clean and install screens.

### ROOFS

- Check for loose, damaged, or missing roofing.
- Check fascia and soffit for signs of leaks/moisture build-up.
- Check all flashings for fit and seals.
- Check television antenna or satellite dish mounting.
- Check and clean all gutters (eaves troughs) and downspouts.
- Clean fungi or algae from roof surfaces.

### PORCH AND PATIO

- Check all wooden supports and railing components.
- Check flooring for wear or damage.
- Apply preservative to wood decking and components.
- Seal patios at foundation.

### ELECTRICAL AND PLUMBING

- Check condition of incoming service wire and supports.
- Add or test ground-fault circuit-interrupters (GFCI).
- De-winterize and check exterior faucets.

### INSECT/ORGANISM INFESTATION

- Check for signs of termite, ant, insect or other organism activity.
- Check for insect/organism damage.
- Arrange for treatment or repair.

### INTERIOR

- Check attic, ceilings, and walls for evidence of leaks.
- Check ventilation openings for nests, or other blockage.
- Check condition of all painted or finished walls and trim.
- Check carpet and flooring for wear or damage.
- Check condition of all stairs and railings.
- Check condition and operation of all windows and doors.
- Test smoke/fire alarms and carbon monoxide detectors.

### BASEMENT/FOUNDATION

- Check for cracks or breaks in wall.
- Check for evidence of water infiltration or dampness.
- Check for decaying sills and window frames.
- Check for signs of termite, ant, insect or other organism activity.
- Check for changes in framing conditions.
- Check crawlspace ventilation, insulation, and vapor retarders.
- Test, clean, and lubricate sump pump.

### ELECTRICAL SYSTEM

- Assess power distribution for overload issues.
- Test circuit breakers and label all circuits at panel.
- Test arc-fault and ground-fault circuit-interrupters (regularly).
- Check circuits for over-fusing.
- Check all receptacles and switches.
- Check operation of vent and/or attic fans.

### HEATING/COOLING SYSTEMS

- Follow manufacturer instructions for HVAC systems.
- Inspect and install room air conditioners.
- Clean all serviceable elements of heating system.
- Change or clean heating system filter (regularly).
- Check venting systems for corrosion and leaks.
- Clean and de-energize humidifier.
- Check and lubricate attic fan.

### PLUMBING

- Check well and components.
- Check septic tanks and systems.
- Check water and waste piping for leaks.
- Check hot water supply temperature.
- Follow manufacturer instructions for water heater.

### KITCHEN/BATHROOMS

- Check condition and operation of all appliances.
- Clean or change range fan filters.
- Check all toilet flush mechanisms.
- Check and repair all leaking faucets and valves.
- Caulk and grout tile at tubs and showers.
- Clean aerators and shower heads.

## FALL (WINTER PREP)

### GROUNDS

- Check window wells, dry wells, and storm drains.
- Seal driveway cracks.
- Trim all trees.

### FOUNDATION

- Check (during rainstorm) for proper drainage from foundation.
- Check and seal any cracks.

### EXTERIOR SURFACES

- Check weather-tightness of all surfaces.
- Check for finish or paint deterioration.
- Caulk and seal all joints.

### ROOF

- Check for loose, damaged, or missing roofing.
- Check soffit for signs of moisture build-up.
- Check condition of chimney.
- Check flashings for fit or poor seal.
- Check and clean all gutters (eaves troughs) and downspouts.

### PLUMBING

- Drain exterior water lines and open taps (in cold areas).
- Insulate water lines that are subject to freezing.

### ATTIC

- Check ventilation openings for nests, or other blockage.
- Check position and condition of insulation.

### HEATING/COOLING SYSTEMS

- Follow manufacturer instructions for HVAC systems.
- Remove (or winterize) room air conditioners.
- Clean all elements of cooling system.
- Test and start humidifier.
- Change or clean heating system filter (regularly).
- Check condition of water heater.
- Check for HVAC or plumbing leaks.