

## Homeowner Recommended Maintenance Schedule

Maintenance Item	Purpose	Frequency	Difficulty
<b>Air Conditioner</b>	Start twice during winter months, keeps mechanical parts from sticking.	<b>2Y</b>	●
<b>Bathroom Caulk</b>	Seal joints that are subject to getting wet; prevents leaks, dry rot, mold and mildew.	<b>2Y</b>	▲
<b>Ceramic Tile Grout</b>	Seal grout with silicone based sealer, cracked grout should be caulked with product made specifically for filling grout; improves appearance, prevents leaks.	<b>Y</b>	■
<b>Chimney Cleaning</b>	Removes build up of tar and creosote from the flue; prevents flue fires.	<b>Y2</b>	◆
<b>Decks</b>	Inspect deck surfaces for cracks in coating, loose boards and surface sealers; should extend deck life.	<b>Y</b>	■
<b>Doors</b>	Vacuuming tracks and lubricating hinges and latches keeps parts operating smoothly.	<b>M/Y</b>	●
<b>Drainage</b>	Keep drains from backing up and flooding during the rainy season. Make sure debris is removed from ditches and swales. Maintain positive drainage away from building.	<b>Y</b>	●
<b>Drywall (cracks, etc)</b>	Set nails, caulk and paint. Improves appearance of interior wall surfaces.	<b>Y</b>	■
<b>Electric</b>	Test GFI circuits (kitchen, bath, garage and outdoor) monthly.	<b>M</b>	●
<b>Fences</b>	Retains privacy and security-prolongs life of fence. Wrought iron schedule is 4Y.	<b>Y</b>	■
<b>Furnace Filter Change</b>	Helps remove dust and pollen from interior air. Improves furnace efficiency and energy consumption.	<b>2Y</b>	●
<b>Garage Door Systems</b>	Lubrication promotes smoother, less noisy operation; extends system life. Tighten keepers to avoid sag on one-piece doors.	<b>2Y</b>	●
<b>Garbage Disposer</b>	Fill with ice and operate, Cleans and sharpens.	<b>M</b>	●
<b>Grounds</b>	Inspect for pavement breaks, heaving sidewalks from tree roots, dry rot at decks and blockage of drainage system. Avoid expensive repair costs.	<b>Y</b>	■
<b>Gutters and Downspouts</b>	Prevents overflow onto walls, prevents eave leaks, extends gutter life.	<b>2Y</b>	●
<b>Insect Control</b>	Detected and treated early will prevent structural damage. If found, treat monthly.	<b>Y</b>	▲◆
<b>Irrigation-sprinklers</b>	Direct water spray properly. Eliminates excess watering, staining of exterior walls and dry rot.	<b>2Y</b>	■
<b>Roof Inspection/Maintenance</b>	Detect and correct conditions that lead to leaks. Repair quickly if found.	<b>Y</b>	■◆
<b>Sink Trap Cleaning</b>	Avoids backups and plugged drains. Promotes sanitation.	<b>4Y</b>	●
<b>Trim and Siding</b>	Caulking and painting keeps system water tight. Improves appearance and reduces chances of mold and mildew.	<b>Y</b>	▲
<b>Water Heater-partial drain</b>	Extends life of heater; provides more efficient operation.	<b>Y</b>	■
<b>Windows-tracks and weep holes</b>	Keeps windows sliding freely. Avoids water standing in tracks and potential leaks.	<b>2Y</b>	■
<b>Windows-seals-dual pane</b>	Appearance, broken seals reduce insulating ability. Replace if foggy.	<b>Y</b>	◆

**Frequency-** Monthly-**M**; Yearly-**Y**; Twice/year-**2Y**; Four times/year-**4Y**; Every two years-**Y2**.

**Difficulty-**● = Easy, no skills needed; ■ = some skill needed; ▲ = You might need help; ◆ = Use professionals.