



8. MAINTENANCE SCHEDULE

Every Month

Item/Location	Maintenance Required
Fire Sprinklers (if any)	<ul style="list-style-type: none"> ▪ Test system annually per manufacturer’s recommendations. ▪ Visual inspection to ensure nothing interferes with the designed operation: No attachments to sprinkler heads (e.g., paint, overspray, hanging items, etc.) and/or no adjacent installations (e.g., false beams, covers, etc.) within 18 inches in any direction of the sprinkler head.
Furnace/Forced Air Unit	<ul style="list-style-type: none"> ▪ Clean or replace filter as needed (e.g., more often during times of constant operation or heavy dust). NOTE: Do this check every month for the first six months, due to effects of leftover construction dust and debris.
GFI Outlets	<ul style="list-style-type: none"> ▪ Test for proper operation.
Irrigation	<ul style="list-style-type: none"> ▪ Check for leaks and for improperly-functioning irrigation heads (especially any spraying the house, fencing, etc.).
Kitchen Fan Filter	<ul style="list-style-type: none"> ▪ Clean filter and fan housing. ▪ Eliminate built-up grease.
Plumbing	<ul style="list-style-type: none"> ▪ Check all sinks, toilets, showers and tubs, and the water heater for any leakage. ▪ Check and (if necessary) clean faucet aerator screens, if flow of water is reduced. Tighten fittings carefully; do not over-tighten or strip. NOTE: Do this check every two months for the first six months.
Smoke Detector	<ul style="list-style-type: none"> ▪ Test for proper operation.
Windows	<ul style="list-style-type: none"> ▪ Vacuum tracks. ▪ Confirm weep holes clear and open.
Wood Cabinets	<ul style="list-style-type: none"> ▪ Review cabinet manufacturer recommendations as to proper products to maintain the finish of the wood cabinets.



9. MAINTENANCE SCHEDULE (Continued)

Every Three Months

Item/Location	Maintenance Required
Caulking	<ul style="list-style-type: none"> ▪ Check condition of caulking at sinks, bathrooms, tubs, showers, etc., for gaps or other deterioration. ▪ Re-caulk where needed to prevent water intrusion.
Concrete	<ul style="list-style-type: none"> ▪ Clean all oils and grease. ▪ Confirm no ponding of water against concrete foundation or flatwork.
Exterior Doors	<ul style="list-style-type: none"> ▪ Inspect finish for peeling and cracking. ▪ Touch-up where required. ▪ Polish tarnished hardware. ▪ Lubricate hinges and locks if required. ▪ Adjust weatherstripping as needed.
Garage Door	<ul style="list-style-type: none"> ▪ Inspect mechanism for smooth operation. ▪ Lubricate hinges, hardware and opener chain/drive, as needed.
Interior Doors	<ul style="list-style-type: none"> ▪ Lubricate hinges. ▪ Tighten knobs, as necessary. ▪ Check doorstops for proper operation.
Landscaping	<ul style="list-style-type: none"> ▪ Confirm maintenance of proper and effective drainage, with no persistent puddles after irrigation or rain.
Windows	<ul style="list-style-type: none"> ▪ Lubricate rollers and latches. ▪ Check caulking, and re-caulk as appropriate. ▪ Check all window sills and baseboards for any signs of leaks or mold.



9. MAINTENANCE SCHEDULE (Continued)

Every Six Months

Item/Location	Maintenance Required
Countertops	<ul style="list-style-type: none"> ▪ Inspect for separations at sinks and backsplash. ▪ Re-caulk where necessary.
Faucet Aerators	<ul style="list-style-type: none"> ▪ Check water flow. ▪ Clean screens if needed.
Garage Doors	<ul style="list-style-type: none"> ▪ Adjust travel and tension.
Gutters	<ul style="list-style-type: none"> ▪ Clean out debris and confirm water is exiting to an appropriate drainage device or location away from the structure.
Shower Doors	<ul style="list-style-type: none"> ▪ Inspect for proper fit and leaks. ▪ Inspect caulking and re-caulk where necessary.
Tiled Areas	<ul style="list-style-type: none"> ▪ Inspect for loose or missing grout or caulking. ▪ Re-grout or re-caulk where necessary.
Tub Enclosures	<ul style="list-style-type: none"> ▪ Inspect for proper fit and leaks. ▪ Inspect caulking and re-caulk where necessary.
Water Heater	<ul style="list-style-type: none"> ▪ Flush to remove accumulated sediment. ▪ Confirm no leaks.
Weatherstripping	<ul style="list-style-type: none"> ▪ Inspect, adjust, and replace if necessary at all exterior doors.



9. MAINTENANCE SCHEDULE (Continued)

Every Year

Item/Location	Maintenance Required
Exterior Doors	<ul style="list-style-type: none"> ▪ Inspect finish for peeling and cracking. If necessary, re-finish or re-paint to minimize peeling or deterioration of paint or door. ▪ Check weatherstripping and replace or adjust as needed.
Exterior Paint	<ul style="list-style-type: none"> ▪ Inspect for cracked or peeling paint. ▪ Re-paint and repair damaged areas as needed.
Fireplaces	<ul style="list-style-type: none"> ▪ Check for proper operation of fireplace. ▪ Check for loose or missing mortar. ▪ Clean chimney, if wood-burning.
Fire Sprinklers (if any)	<ul style="list-style-type: none"> ▪ Consider having the system inspected by a professional every two (2) years. Also check with your local fire department to see if they provide courtesy inspections of fire sprinklers. Any repairs needed should be made by a qualified fire sprinkler service contractor.
Garage Door	<ul style="list-style-type: none"> ▪ Contact a garage door service company for necessary adjustment to the garage door's tension rods.
Laundry Room Floor Drain	<ul style="list-style-type: none"> ▪ Check and clean for proper drainage operation.
Patios, Decks And Balconies	<ul style="list-style-type: none"> ▪ Re-seal all surfaces in a manner consistent with sealant manufacturers' recommendations (when applicable).
Plumbing Shut Off Valves	<ul style="list-style-type: none"> ▪ Check for proper operation by closing, testing, and then re-opening.
Roofs	<ul style="list-style-type: none"> ▪ Visually inspect for dirt and debris in valleys, flashings, gutters and downspouts. ▪ Clean and have roof inspected by a roofing professional before the storm season.
Smoke Detectors	<ul style="list-style-type: none"> ▪ Replace batteries.
Stucco	<ul style="list-style-type: none"> ▪ Check for efflorescence and remove. ▪ Check for leaks, and repair leaking conditions. ▪ Clean and seal, if desired.
Tiled Areas	<ul style="list-style-type: none"> ▪ Check all grout and caulking; re-grout or re-caulk as needed.



Wood Fencing	<ul style="list-style-type: none">▪ Inspect posts, rails and boards.▪ Eliminate earth to wood contact.▪ Adjust sprinklers to prevent saturation.▪ Re-seal or re-paint as needed.
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9. MAINTENANCE SCHEDULE (Continued)

Every Winter

Item/Location	Maintenance Required
Air Conditioning Condenser Unit	<ul style="list-style-type: none"> ▪ Cover condenser with an approved condenser cover during winter months.
Crawl Space Vents	<ul style="list-style-type: none"> ▪ Close all crawl space vents, to prevent cold air, ice and/or snow from infiltrating into crawl space.
Furnace	<ul style="list-style-type: none"> ▪ Install new furnace filter each winter, to maximize air flow for winter months. ▪ Check fuses to make sure they are in proper working order.
Gutters & Downspouts	<ul style="list-style-type: none"> ▪ Make sure the gutters and downspouts are free of debris, to minimize ice damming and to allow proper drainage during freeze/thaw cycles.
Sprinkler Vacuum Breakers	<ul style="list-style-type: none"> ▪ Blow out and drain all sprinkler lines and vacuum breakers before frost develops.
Water Spigots (Exterior)	<ul style="list-style-type: none"> ▪ Disconnect all hoses before frost develops. ▪ Do not leave hoses connected overnight during winter months.