

# HOME MAINTENANCE

SCHEDULE



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# QUARTERLY

Date Last Completed

## Plumbing

<b>Faucets and Shower Heads</b>	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.	
<b>Drains</b>	Clean with baking soda. Pour water down unused drains.	
<b>Pipes</b>	Inspect visible pipes for leaks.	
<b>Kitchen &amp; Bathroom Cabinets</b>	Check under and around for leaks.	
<b>Toilets</b>	Check for stability and leaks.	
<b>Water Heater</b>	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.	

## Interior

<b>Wood cabinets and trim</b>	Apply a wood protectant.	
<b>Interior doors</b>	Lubricate hinges.	
<b>Garage door</b>	Lubricate hardware. Inspect mechanism for free travel.	
<b>Window and door tracks</b>	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.	
<b>Basement or crawl space</b>	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.	
<b>Ceramic tile</b>	Check and clean grout.	

## Electrical and Appliances

<b>Heating and cooling systems</b>	Clean and replace filters if necessary.	
<b>Kitchen exhaust fan</b>	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.	
<b>Refrigerator</b>	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.	
<b>Dishwasher</b>	Check for leaks.	
<b>Wiring, electrical cords, &amp; plugs</b>	Check for wear or damage. Replace if necessary.	
<b>Smoke detector</b>	Test for proper operation and replace batteries if necessary.	
<b>GFI outlets</b>	Test for proper operation.	

## Exterior

<b>Foundation</b>	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.	
<b>Landscaping</b>	Check for proper drainage.	
<b>Concrete and asphalt</b>	Clean oil and grease.	

# FALL

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## Plumbing

<b>Plumbing shut-off valves</b>	Inspect for proper operation.
<b>Outside faucets</b>	Drain.
<b>Water heater</b>	Flush out hot water to remove accumulated sediment.
<b>Faucet aerators</b>	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.

## Interior

<b>Attic</b>	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.
<b>Countertops</b>	Inspect for separations at sinks and backsplash. Recaulk where required.
<b>Tiled areas</b>	Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.
<b>Shower doors/tub enclosures</b>	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.
<b>Weather stripping</b>	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.
<b>Sectional garage doors</b>	Adjust the travel and tension.
<b>Fireplace</b>	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.

## Electrical and Appliances

<b>Heating system</b>	Service heating system and heat pump.
<b>Cooling system</b>	Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.
<b>Refrigerator coils</b>	Clean.
<b>Combustible appliances</b>	Inspect and service if necessary.

## Exterior

<b>Roof</b>	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.
<b>Chimney</b>	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.
<b>Gutters and downspouts</b>	Clean and check for leaks, misalignment, or damage.
<b>Exterior walls</b>	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.
<b>Landscaping</b>	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.
<b>Concrete and asphalt</b>	Check for cracks or deterioration. Reseal or repair if necessary.
<b>Septic system</b>	Examine septic system drain field for flooding and odor. Have tank pumped yearly.
<b>Lawn and patio furniture</b>	Clean and store or cover with weatherproof material.

# SPRING

Date Last Completed

## Plumbing

**Water heater** Flush out hot water to remove accumulated sediment.

## Interior

**Attic** Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.

**Countertops** Inspect for separations at sinks and backsplash. Recaulk where required.

**Tiled areas** Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.

**Shower doors/tub enclosures** Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.

**Weather stripping** Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.

## Electrical and Appliances

**Heating and cooling system** General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.

**Circuit breakers** Exercise.

**Refrigerator** Clean coils.

## Exterior

**Decks** Scrub mildewed areas and treat for water stains, mildew, and fungus.

**Roof** Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.

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