

SEASONAL MAINTENANCE SCHEDULE FOR A HEALTHY HOME

Inspecting your home on a regular basis and following good maintenance practices is a good way to protect your home. Regularly scheduled seasonal maintenance can help prevent problems from occurring.



SUMMER

Over the summer, there are a number of indoor and outdoor maintenance tasks to complete including repairing walkways and steps, painting and checking your chimney and roof.

HVAC SYSTEM:

- HVAC systems should be serviced by a professional.
- Air filters on fan units should be changed frequently based on individual living conditions.
- Check that vent systems and turbine are clear and turning. If the turbine on the roof was covered with plastic during the rainy season, remember to uncover it again.
- Clear registers from blockages by furniture, rugs, etc.

FIREPLACE & CHIMNEY:

- Have your chimney cleaned regularly to prevent build-up of soot and creosote.
- Check the chimney cap and the caulking between the cap and the chimney.
- Gas fireplaces should be inspected annually by a certified gas technician with expertise in fireplaces.

ELECTRICAL SYSTEM:

- Electrical repairs should be made only by a licensed electrician.
- Inspect electrical service lines for secure attachment where they enter the house. Make sure there is no water leakage into the house along the conduit.
- Check exterior lighting for loose connections, faulty wires, etc. Repair or replace as needed.
- Check extension and appliance cords; replace frayed or split cords.
- Be sure that any wiring in the attic is in a junction box with colored wire nuts placed on the connections.
- Clean and adjust ceiling fans.
- Check that the ceiling fan is properly secured.
- Test ground fault circuit interrupter(s) on electrical outlets monthly by pushing the test button, which should then cause the reset button to pop up.
- If there are young children in the house, it is a good idea to have safety plugs in all electrical outlets.

EXTERIOR:

- Check exterior cementitious and wood siding and trim for signs of deterioration of the siding and trim as well as the paint.
- Inspect the caulking where siding meets the trim, windows & doors. Caulking that is cracked or has shrunk should be replaced to prevent entrance of elements and insects.
- Check for holes in exterior that could be entry point for small pests.
- Remove any roots that penetrate or plants that contact the siding or brick.

ROOFING SYSTEM:

- Inspect roof from the ground for any missing material or signs of aging/weathering such as severe cracking and brittleness. Roof penetrations and flashing can dry out from long exposure to extreme sun and cold weather. Look for any sagging on roof that could indicate structural problems.
- Clear roof and gutters of debris on a regular basis.
- Inspect all attic and roof vents to assure they are free from obstruction and functioning properly.
- Secure any loose gutters.
- Make sure downspouts divert water away from foundation walls.
- Check for water penetration in attic after wet weather.

WINDOWS & DOORS:

- Check smooth functioning of all windows.
- Inspect window sealant on outside of glass and replace as needed.
- Check & replace damaged caulking & weather-stripping around windows & doorways, including doorway between garage and house.
- Check for broken glass and damaged or missing screens.
- Remove storm windows and install screens.
- Sand and touch up paint on windows and doors.

- Lubricate door hinges and tighten screws as needed.
- Check screws on door locksets and tighten as needed.
- Clean and lubricate sliding glass door tracks and window tracks.
- Lubricate bi-fold & bi-pass doors as needed.
- Examine the springs, hinges and rollers on all garage doors as well as the garage door track. If the door has a torsion spring to raise and lower the door, do not attempt anything other than a visual inspection. Have a trained professional provide maintenance of, adjustments to or replacement of the spring if needed.
- Lubricate automatic garage door opener motor, chain, etc.
- Check the safety reverse system on automatic door openers by using a roll of paper towels. The door should reverse within 2 seconds of contact.

DRIVEWAYS, WALKWAYS, DECKS & PATIOS:

- Clean pavers, driveways and walkways as needed.
- Resurface patios, walks and drives if cracks have developed to avoid water intrusion, which can lift surfaces.
- Apply water sealant that can help improve the longevity of a wood deck including railings.
- Determine if new paint is needed on decks and patios.
- Hammer down nail pops, tighten loose screws and secure any loose supports.
- Check security of all guardrails and handrails.

LANDSCAPING:

- Sharpen lawnmower blades.
- Trim and shape shrubbery.
- Look for loose or broken fence posts and safety of latches.
- General exterior cleanup.

PLUMBING & SPRINKLER SYSTEMS:

- Run water in fixtures that are used infrequently (spare bathroom sink, laundry tub, shower stall, etc.) to keep water in the trap.
- Check basement floor drain to make sure trap contains water. Refill as necessary.
- Check basement pipes for condensation or dripping. If necessary, use a humidifier or insulate pipes.
- Look for leaks around pipe joints and anti-siphon valves.
- Drain water from the hot water heater tank seasonally to remove rust and sediment from the bottom of the tank.
- Adjust sprinkler timers for daylight savings as needed.
- Change hose & nozzle washers, start up & check for leaks.
- Test for full coverage of grounds while adjusting them to ensure water does not hit the house.
- Check water supply lines and valves to sinks and toilets. Tighten if loose or leaking.
- Make sure overflow holes on tubs are clear and open to prevent water damage to floors and ceilings.
- Never use caustic liquid drain openers on a completely clogged drain because it can severely damage your pipes. If you can't clear a clog after a few attempts, contact a drain-cleaning service or licensed plumber.
- After having a drain cleared mechanically, consider using a non-toxic biological drain cleaner regularly to keep drains clear. (Avoid putting bleach or mouthwash down biologically

treated drains because it kills the "friendly bacteria" working to keep your drains clear.)

- Check for leaks in toilet at water feed and tank bottom; repair or replace if necessary.
- Clean out debris from tub drain assembly, inspect rubber seal and replace if necessary.
- Jetted tubs should be cleaned following the manufacturer's recommendations on a regular basis to prevent accumulation of soap scum in the lines.
- Clean faucet aerators: Unscrew, disassemble & wash out debris.
- Fix leaky faucets promptly; a leak wastes up to 20 gallons of water a day and can ruin a faucet set.

POOLS & SPAS:

- Check pool slides for cracks, broken supports, broken ladder, & broken or ruptured water lines.
- Check to be sure that diving board is supported well on the deck. Test to see if board is rigid or pliable.
- Check pool/spa valves and gates to see if they turn freely and are lubricated properly.
- Check for water clarity and for proper operation of pool equipment.
- Check all electrical connections of the equipment for potential electrical hazards.
- Clean pool deck and reseal as needed.
- Have pool heater checked by a professional before starting up the system.

MISCELLANEOUS:

- Disconnect the duct connected to a clothes dryer and vacuum lint from duct, area around dryer itself and vent hood outside.
- Vacuum bathroom fan grills.
- Check humidity level in basement and avoid levels over 60%. Use humidifier as needed to maintain safe relative humidity levels.
- Check for water penetration in basement.
- Change indoor air filters.
- Repair drywall dings and use touch-up paint.
- Clean out fridge condenser coils and drip pan.
- Change water filter in ice maker.
- Fix loose or cracked caulking around tiles, sinks, tubs, showers, toilets and counters.
- Check propane hose on grill for cracks or leaks.
- Change water filter in icemaker.
- Clean & apply light wax coat to wood finish cabinets.
- Check that fire extinguishers are fully charged; recharge if necessary. Keep an adequate number in kitchen, garage & basement.
- Although garbage disposers are generally self-cleaning, grinding small bones, eggshells, citrus peels and pulp, or a little ice will clean deposits and get rid of odors.
- Always run cold water when grinding to harden fats and grease and move waste all the way down the drain lines.
- Never grind clam or oyster shells, highly fibrous materials such as cornhusks, or non-organic materials like glass, plastic or metal in a garbage disposal.