# HOME MAINTENANCE CHECKLIST

Just like your personal health, your home's health will decline without *regular* care and maintenance. Maintaining a healthy indoor environment helps increase your quality of life and the life of your house. With a few simple steps you can keep your home healthy. Use this checklist as a guideline for your regular spring and fall home maintenance evaluations. Please note that maintenance frequencies may vary depending on your local climate and appliance manufacturing recommendations.

| Spring | Fall | Basement / Crawl Space |
|---|---|---|
| ☐ | ☐ | Check for signs of mold, moisture, water damage, and leaks. Repair as needed. |
| ☐ | ☐ | Look for signs of rats, bats, roaches, termites, squirrels, mice, and other pests. Seal openings to keep pests out. Treat as needed; you may want to hire a professional. |
| ☐ | ☐ | Check that the sump pump and floor drain are working properly. |

| Spring | Fall | Exterior |
|---|---|---|
| ☐ | ☐ | Inspect all wood framing for signs of rats, bats, roaches, termites, squirrels, mice, and other pests. Contact a professional as needed to treat. |
| ☐ | ☐ | Check exterior siding and trim for loose pieces and chipped or peeling paint. Repair and repaint as needed. |
| ☐ | ☐ | Check for and replace decaying or damaged trim around the windows and doors. |
| ☐ | ☐ | Inspect foundation and masonry for cracks. Hire a professional to repair as needed. |
| ☐ | ☐ | Check for signs of leaks. |

| Spring | Fall | Yard |
|---|---|---|
| ☐ | ☐ | Clear dead plants/shrubs from the house and trim branches of trees that overhang the roof. |
| ☐ | ☐ | Inspect fence and deck for problems that may lead to wood rot. Clean, repair, reseal, and repaint as needed. |
| ☐ | | Check all garden hoses for leaks and repair as needed. |
| | ☐ | Drain all outdoor faucets and hoses. Store the hoses for winter. |
| ☐ | ☐ | Hire a professional to clean out the main sewer line, especially if mature trees are present in your yard. (annually) |

| Spring | Fall | Windows & Walls |
|---|---|---|
| ☐ | ☐ | Clean window wells (semicircular barriers usually found surrounding basement windows) around the exterior of the house and check for proper drainage. |
| ☐ | ☐ | Check weather-stripping and caulking around windows and doors. Check for signs of leaks and repair or replace as needed. |
| ☐ | ☐ | Repair or replace cracked or broken windows. |
| ☐ | ☐ | Inspect the home interior walls and floors for termites. Contact a professional if treatment is needed. |
| ☐ | ☐ | Check operation of windows and doors. Install screens, lubricate, and repair as needed. |
| **Spring** | **Fall** | **Roof & Attic** |
| ☐ | ☐ | Clean gutters and downspouts (may need to be done more frequently). Make sure they discharge water 2-3 feet away from the house. |
| ☐ | ☐ | Check flashing around the chimney, plumbing vent, skylight, and other joints to ensure it is securely fastened; repair as needed. |
| ☐ | ☐ | Inspect the roof surface, shingles, eaves, and soffits; repair as needed. |
| ☐ | ☐ | Check that attic insulation is in place; add more where needed. Check vents to make sure they are free of debris and working properly. |
| ☐ | ☐ | Check for signs of leaks and repair as needed. |
| ☐ | ☐ | Inspect attic for signs of rodents, bats, roaches, termites, and other pests. Treat as needed; you may want to hire a professional. |
| ☐ | ☐ | Check ductwork connections to make sure that fans exhaust to outdoors. |
| **Spring** | **Fall** | **Appliances** |
| ☐ | ☐ | Check bath and kitchen exhaust fans and clean the screens; repair as needed. |
| ☐ | ☐ | Clean dehumidifier coils, check operation, and replace the filter. |
| ☐ | ☐ | Clean the garbage disposal. |
| ☐ | ☐ | Clean the refrigerator and freezer; wash door gasket, vacuum condenser coils, and empty drip pan. Check the door seal by closing it on a dollar bill. If you can easily remove the bill, then it is time to replace the gasket. |
| ☐ | ☐ | Clean washing machine water inlet filters; check hoses - replace if leaking. |
| ☐ | ☐ | Vacuum clothes dryer lint from ducts and surrounding areas. (You should be cleaning the filter after each use). |

| Spring | Fall | Plumbing & Bathrooms |
|---|---|---|
| every 3 - 7 years | | Hire a professional to pump your septic tank to prevent backup. This may need to be done more frequently if you have a garbage disposal. |
| ☐ | ☐ | Check toilets and tanks for leaks; repair as needed. |
| ☐ | ☐ | Check and repair any faucet, tub, or shower leaks. |
| ☐ | ☐ | Inspect the caulking and grout around toilets, tubs, showers, and sinks; if caulking is damaged, scrape it out and re-caulk. |
| ☐ | ☐ | Remove shower heads and remove sediment. |
| ☐ | ☐ | Check water-purification and water softener filters; change as needed. |
| ☐ | ☐ | Inspect water heater for leaks, corrosion, and proper operation (you may opt to have a plumber do this); inspect flue assembly for gas water heaters. |
| ☐ | ☐ | Check water main/meter or well pump for leaks or sweating. |
| ☐ | ☐ | Test the water-heater pressure and temperature-relief valve for proper operation. |
| **Spring** | **Fall** | **Electrical** |
| ☐ | ☐ | Check for frayed/damaged cords and wires. Check exposed wiring in basements and call an electrician if there are dangerous conditions. |
| ☐ | ☐ | Clean all light fixtures, interior and exterior. |
| ☐ | ☐ | Trip the circuit breakers and test ground fault interrupters to ensure proper protection; label switches if needed. |
| ☐ | ☐ | Inspect indoor and outdoor outlets to ensure they are in safe, working condition. Contact a professional electrician if needed. |
| **Spring** | **Fall** | **Heating & Cooling** |
| ☐ | ☐ | Replace air filters (this may need to be done more frequently depending on your HVAC system). |
| ☐ | ☐ | Dust off ceiling fan blades. Run the fan counterclockwise during spring/summer and clockwise during fall/winter. |
| ☐ | ☐ | Hire a professional to tune-up the heating and cooling system. |
| ☐ | ☐ | Cover or remove any window air-conditioning units; seal openings. |
| ☐ | ☐ | Inspect the ductwork and vents; clean as needed. |
| ☐ | ☐ | Check the fireplace damper and clean the chimney (you may opt to hire a professional to do this). |

| Spring | Fall | Garage |
|---|---|---|
| ☐ | ☐ | Check operation of the garage door safety shut-off. |
| ☐ | ☐ | Look for signs of rats, bats, roaches, termites, squirrels, mice, and other pests. Seal openings to keep pests out. Contact a professional as needed to treat. |
| ☐ | ☐ | Clean out your garage, properly disposing of paint thinners, household cleaners, and pesticides. |
| ☐ | ☐ | Check for signs of water damage and leaks; repair as needed. |
| ☐ | | Have your lawnmower serviced. |
| | ☐ | Empty and clean gas cans. |
| | ☐ | Clean and store garden tools once all fall yardwork is completed. |
| ☐ | ☐ | Repair cracks and gaps in the driveway and walkway. |

| Spring | Fall | Safety |
|---|---|---|
| **Monthly** | | Check that your fire extinguisher is fully charged; recharge or replace as needed. |
| ☐ | ☐ | Change the batteries in all smoke and carbon monoxide detectors. |
| ☐ | ☐ | Review your home evacuation plan and ensure escape ladders are available and working. |
| ☐ | ☐ | Update your home emergency plans in case of fire, tornado, etc., and be sure that each family member knows his or her role. |
| ☐ | ☐ | If your drinking water comes from a private well, you should have it tested. (See Bulletin 939, "Water Quality and Common Treatments for Private Drinking Water Systems") |
| Every 2 years | | Test your home for radon. Contact your local extension agent or visit www.ugaradon.org for more information. |

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