

| | SPRING | FALL | ANNUALLY | AS REQUIRED |
|---|--------|------|----------|-------------|
| Grounds and Yard | | | | |
| Drain outside water lines and hoses. | | X | | |
| Clean window wells and storm drains. | X | X | | |
| Check driveways and sidewalks for cracks, yard for settlement and erosion. | X | | | |
| Check safety and reversing mechanism on electric garage door operators, adjust if needed. | | | X | |
| Doors and Windows | | | | |
| Check glazed openings for loose putty. | X | | | |
| Check for broken glass and damaged screens. | X | | | |
| Check and lubricate window hardware. | X | | | |
| Check weather stripping for damage and tightness of fit. | | | X | |
| Check caulking at doors and windows. | X | | | |
| Exterior Walls | | | | |
| Check masonry for cracks and loose joints. | X | | | |
| Check painted surfaces for paint failure. | X | | | |
| Check siding and trim for damage and decay. | X | | | |

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| Roof | | | | |
| Check for damaged or loose shingles, blistered roofing. | X | | | |
| Check underside of roof where accessible for water stains or dampness. | X | | | |
| Check for damaged flashing. | X | | | |
| Check for damaged gutters, downspouts, hangers, strainers, and rust. | X | | | |
| Clean gutters and downspouts. | | | | X |
| Check vents, louvers, and chimney caps and housings for bird nests, etc. | X | X | | |
| Check masonry chimneys. | X | | | |
| Interior Surfaces | | | | |
| Check grouting around tubs, showers, and sinks. | X | X | | |
| Floors | | | | |
| Check for wear and damage, particularly where one material meets another. | | | X | |
| Evaluate for replacement or refinishing. | | | X | |
| Plumbing | | | | |
| Check flush valves, faucets, hose bibs, and supply and drainage piping. | | | X | |
| Check septic tank. | | | | X |
| Check water heater. | | | X | |
| Electrical System | | | | |
| Check condition of lamp cords, extension cords, and plugs. Replace at first sign of wear and damage. | X | X | | |
| Check exposed and overhead wiring for damage and missing insulation. Replace or repair as needed | | | X | |
| If fuses blow or breakers trip frequently, call an electrician to locate the cause and make repairs. | | | | X |
| If you feel a slight shock or tingling from touching any appliance, disconnect it and make repairs. | | | | X |
| Test ground fault circuit interrupters (GFCIs). | X | X | | |
| Heating and Cooling System | | | | |
| Clean or change any air filters. | | | | X |
| Clean dirt and dust from around furnaces. | X | X | | |
| Have heating and cooling system checked by a qualified service person. | | | X | |
| Service humidifier and/or dehumidifier. | | | X | |
| Foundations and basement | | | | |
| Check grading to assure that water will drain away from the foundation. | | | X | |
| Check basement and/or crawl space for dampness and/or leakage following wet weather. | | | X | |