



HOMEOWNER MAINTENANCE CHECKLIST

AFTER MOVE IN

- Identify the main circuit breaker in the electric panel box and show family members how to turn it off in case of emergency.
- Purchase a general-purpose fire extinguisher for each floor of the home plus one small kitchen extinguisher. Teach family members how to use in case of an emergency.
- Purchase fireplace tools (if applicable)
- Purchase a first aid kit and keep it in an accessible location.
- Attach furniture protectors underneath furniture legs to protect hardwood and ceramic tile floors.
- Acquire basic tools to help you with normal home maintenance. Some suggested tools are: pliers, adjustable wrench, flat-blade and Phillips head screwdrivers, claw hammer, hand saw, tape measure, caulk and caulking gun, putty knife, paint roller and brush, power drill and bits, nails, brads, screws, nuts, bolts, sandpaper, utility knife, toilet plunger, and flashlight.
- Set back irrigation timers after plant material has been established to prevent over watering.
- Lower the temperature on your water heater to 120 degrees Fahrenheit (55 degrees Celsius) as this is an optimum temperature for your hot water heater.
- Locate and label the main water line shutoff valve and show all family members how to close it in case of a plumbing emergency.

Homeowner Maintenance Checklist - Winter

December

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

January

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

February

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

Quarterly

- Test smoke/carbon monoxide detectors
- Test garage door auto-reverse feature
- Run water and flush toilets in unused spaces
- _____
- _____
- _____

Biannually

- Give your house a deep clean
- _____
- _____
- _____

Annually

- Tighten any handles, knobs, racks, etc.
- Lubricate bifold and by-pass doors as necessary
- Clean sliding door tracks
- Check all locks and deadbolts on your doors and windows
- Check caulking around showers and bathtubs; repair as needed
- Remove showerheads and clean sediment
- Check drawers and hinges on cabinets for proper alignment
- _____
- _____
- _____

Homeowner Maintenance Checklist – Spring

March

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

April

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

May

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

Quarterly

- Test smoke/carbon monoxide detectors
- Test garage door auto-reverse feature
- Run water and flush toilets in unused spaces
- Vacuum air supply and air return registers to remove dust and lint
- _____
- _____

Biannually

- Test your water heater’s pressure relief valve
- Replace batteries in smoke/carbon monoxide detectors (every 6-months)
- _____
- _____

Annually

- Check the exterior drainage
- Clean out gutters
- Inspect the exterior of your home
- Get your air conditioning system ready for summer
- Repair/replace damaged window screens
- Clear dead plants/shrubs from the house
- Inspect roofing for damage, leaks, etc.
- Check tar around roof flashing and reseal if necessary
- Vacuum tracks and clean out window wells of debris
- Test and reset all Ground Fault Circuit Interrupter (GFCI) receptacles
- _____
- _____

Homeowner Maintenance Checklist - Summer

June

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

July

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

August

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

Quarterly

- Test smoke/carbon monoxide detectors
- Run water and flush toilets in unused spaces
- _____
- _____
- _____
- _____

Biannually

- Time to give your house a deep clean
- _____
- _____
- _____

Annually

- Check grout in bathrooms, kitchen, etc.; repair as needed
- Inspect plumbing for leaks
- Take care of any insect problems you may have
- Clean and repair deck/patio as needed
- Deep clean garage
- Check and clean dryer vent, other exhaust vents to exterior of home
- _____
- _____
- _____

Homeowner Maintenance Checklist - Fall

September

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

October

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

November

- Inspect, and possibly change out HVAC filters
- Clean kitchen disposal – Freshen w/ baking soda
- Clean range hood filters
- Inspect your fire extinguisher(s)
- _____
- _____
- _____

Quarterly

- Test smoke/carbon monoxide detectors
- Run water and flush toilets in unused spaces
- Vacuum air supply and air return registers to remove dust and lint
- _____
- _____

Biannually

- Test your water heater's pressure relief valve
- Replace batteries in smoke/carbon monoxide detectors (every 6-months)
- _____
- _____

Annually

- Flush hot water heater and remove sediment
- Make sure heating system is ready for winter
- Get chimney cleaned
- Check driveway/pavement for cracks
- Vacuum tracks and clean out window wells of debris
- Check windows for smooth opening and closing operation.
- _____
- _____