



## Homeowner's Annual Maintenance Checklist

**This checklist is provided to you as a resource to keep track of regular maintenance items around your home. These items are to help guide you through keeping the systems that make up your home at optimal performance, and to help ensure your health, safety & comfort. Feel free to reach out to us with any questions you have about maintaining your home - we're here to assist you!**

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### Exteriors

Check exterior siding and trim annually for deteriorated caulking, sealant and paint. Any deteriorated finishes should be repaired to protect from moisture intrusion.

Clear any vegetation from contact with the AC unit in the summer. Vegetation around the AC unit can restrict air flow through the unit.

Clean and seal decks and fences with appropriate sealants or paint to protect from moisture intrusion.

Clean out window wells of debris and vegetation, which may restrict proper drainage or egress.

Clear vegetation away from siding, soffits, roofs and other exterior components. Seal cracks in concrete flatwork to prevent moisture intrusion.

### Roof

Clean gutters and check downspouts in late Fall. Clear debris from the roof surface,

Inspect the roof surface and/or chimney for any obvious signs of damage.

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## Garage

Lubricate garage door springs and tracks.

Check functionality of optical sensors and reverse contact sensor.

## Heating & Cooling

Service the AC system in the Spring before use, and clean fins of dust and debris.

Service the furnace or boiler system in the Fall before use.

Service the evaporative cooler system in the Spring before use, and drain and winterize in the Fall.

Have the fireplace cleaned and inspected.

Change furnace filters regularly, every 30 or 90 days depending on filter specifications.

## Plumbing

Winterize the irrigation system in the Fall.

Service water treatment or filtration systems.

Test and service the sump pump as needed.

Run plumbing fixtures that are not regularly used, and check for leaks around toilets and sinks. Check caulk and grout around showers and bathtubs and replace as needed.

Have sewer line cleaned and scoped annually.

Service the water heater annually, which may include draining if unit is less than 5 years old.

## Electrical

Test GFCI outlets for functionality and repair as necessary.

Test smoke and carbon monoxide detectors and replace batteries annually.

## Appliances

Clean out the dryer vent and check washer water supply connections.

Vacuum refrigerator coils.

Check dishwasher for scale buildup and clean as necessary.

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