

# YEARLY MAINTENANCE SCHEDULE OVERVIEW

## WEEKLY

### Carpets

Vacuum carpets in high traffic areas daily. The build up of dust and dirt in the carpet can dramatically reduce the life of your carpet. Daily to weekly vacuuming of the carpet will keep your carpet looking better – and make it last longer.

## MONTHLY

### Furnace

For furnace safety and efficiency, inspect filters for dirt and debris monthly. Clean and/or replace filters as needed. Furnace filters are available at grocery and home care stores.

### Wood Cabinets

Apply a lemon oil based protection product.

### Plumbing

Check under kitchen and bathroom cabinets for leaks. Check the area around the hot water heater for leaks.

### Kitchen Exhaust

Remove and clean the filter. Clean accumulated grease deposits from the fan housing.

### Fences

Inspect iron fencing for rust spots and standing water around fence posts. Sand and touch-up rust spots promptly. Fill in spots where water may be standing around fence posts.

### Caulking

Inspect grout and caulking around sinks, tubs and showers. Give special attention to the area where the tub meets vinyl or tile flooring. Re-caulk as necessary.

## **EVERY THREE MONTHS**

Exterior Doors	Oil hinges and locks if required. Inspect finish for cracks and peeling. Use touch up paint where required.
Interior Doors	Lubricate hinges.
Garage Door	Lubricate hardware. Inspect mechanism for free travel. Adjust if necessary.
Kitchen Tile Grout	Inspect for loose or missing grout. Re-grout if necessary. Re-caulk at the edge of the backsplash if necessary.
Tiled Areas	Inspect caulked areas for missing or damaged caulking. Re-caulk if necessary.
Faucet Aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerator screens could require more frequent cleaning.
Shower Doors	Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.
Tub Enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.
Front Doors	Repaint if necessary. As always, call your Homeowner's Association before you change any exterior paint color.

## **EVERY SIX MONTHS**

Exterior Paint	Inspect the exterior of your home for cracked or peeling paint. Repair and repaint if necessary. Your Homeowners Association may have regulations regarding exterior colors. Please call your Homeowner's Association before you change the exterior paint colors. Southern and western exposures are more susceptible to cracking and peeling. Repair and repaint before water and ice can get into the wood and cause more damage.
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Roof Inspect for damage after storms and high winds. An annual inspection by roofing professional is recommended.

Gutters Clean debris from gutters every six months and after storms.

Windows Inspect around all windows. Remove cracked or split caulking. Re-caulk around exterior of all windows.

### **YEARLY**

Furnace After your first year of occupancy, it is a good idea for you to contact a heating professional to inspect your furnace on an annual basis.

Smoke Detectors Replace the batteries every year, even if the unit tests OK. The unit will test OK when the batteries only have a couple of days or weeks of charge left in them. Use the old batteries in toys or non-essential items.

Fireplace If you have a wood burning fireplace, we recommend that you retain the services of a professional chimney cleaner once each year.

French and Wood Doors should be repainted every year or two. Paint quality and use will determine whether the doors should be painted annually or every other year.

Outside Faucets In freezing climates, drain outside faucets. Hoses should be disconnected from exterior hose bibs when not in use.