

Maintenance Checklist

Your home is one of your greatest investments! Protect it with regular upkeep. Here are some basic homecare tasks; use the blank spaces to add anything specific to your home!

Anytime Around the House	
Completed Date	Task
	Deep clean your kitchen range vent and the condensing coils on the refrigerator.
	Twice a year, check smoke and carbon monoxide detectors. Consider replacing the unit every 5-7 years.
	Inspect caulk around bathtubs, showers, sinks, and toilets: Caulk keeps moisture from seeping into walls and floors, so repairing or replacing it when damaged or cracked is essential.
	Periodically flush water down seldom-used showers and sinks to keep the water barrier from evaporating. This will help prevent unpleasant odors.
	Check basement, attic, and crawl spaces for damage, moisture, pests, or leaking water.
	Inspect walls and ceilings for damp spots or mildew, discoloration, cracks, or bulges caused by leaks and condensation. This is especially important in damp climates like the PNW!
	Make sure your dryer vent has a proper connecting, and check for lint buildup. Clean if needed.
	If you have one, check the fireplace firebox and flue and inside the chimney for creosote buildup. Buildup more than 1/8"-thick will need professional cleaning to help mitigate fire risk.
	Inspect exposed wiring, cables, and plugs for damage and wear. Replace at first sign of damage.
	Check the ground fault circuit interrupter outlets in the kitchen, bathrooms, and basement: Test by pushing "T" and reset by pushing "R."
	Clean and service heating systems annually, or schedule with a professional to have them check and clean it.
	Replace furnace and air conditioner filters monthly when in use.



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Spring and Summertime	
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	Check roof for missing, loose, or damaged shingles and have them replaced.
	Check the fascia, soffit, and edge of the roof for rotting wood or flaking paint. Inspect and touch up exterior paint. Check your siding and repair if needed.
	Clean gutters and downspouts to make sure rainwater drains away from your home freely.
	Clean windows and windowsills. Put in your AC unit if you have one. Install screens if needed.
	Remove fallen leaves, dead plants, and lawn debris from the winter.
	Repair any cracks or other deterioration on the foundation.
	Check for loose points or damages on your steps, sidewalks, and railings and repair as needed.
	Treat exterior wood for splintering, decay, and insect damage.
	Keep grass cut and watered in early months. In hotter months, longer grass will reduce the need for watering!
	Keep landscaping a fire-safe distance from your home: Trim trees and shrubs, especially those touching the exterior.
	Check retaining walls for signs of cracks or movement due to water pressure.
	Remove seedlings and small trees growing near the foundation and in sidewalks. Remove any vines clinging to the side of the home.



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Autumn and Winter	
Completed Date	Task
	Inspect windows for damage and loose putty.
	Replace deteriorated weather-stripping around doors and windows.
	Remove window air-conditioning units or use weatherproof cover and seal air passage around the unit.
	Clean gutters and downspouts to make sure incoming storms don't cause water damage to your roof.
	Watch for "ice dams" that build up near the edge of the roof, which can ruin insulation and damage the roof. Caution: removing ice dams can also cause damage. Lowering heat loss with insulation is the best prevention.
	Trim trees, shrubs. Rake and remove leaves from yard, street, and storm sewer openings.
	Shut off valve to exterior faucets and drain faucet and hose.
	Have septic tank professionally cleaned once every two years.