

Recommended Maintenance Schedule

<i>Monthly</i>	
Electrical Outlets	Test for proper operation.
Irrigation	Check for leaks and for improperly functioning irrigation heads (especially any spraying the house, fencing, etc.).
Kitchen Fan Filter	Clean filter and fan housing. Eliminate built-up grease.
Plumbing	Check all sinks, toilets, showers, and tubs, and the water heater, for any leakage.
Smoke Detector	Test for proper operation.
Windows	Vacuum tracks. Confirm weep holes clear and open.
Wood Cabinets	Apply a proper wood protection product (for example, lemon oil) to all surfaces. Review cabinet manufacturer recommendations as to proper products.

<i>Every Three Months</i>	
Caulking	Check condition of caulking at sinks, bathrooms, tubs, showers, etc., for gaps or other deterioration. Re-caulk where needed to prevent water intrusion.
Concrete	Clean all oils and grease. Confirm no ponding of water against concrete foundation or flatwork.
Exterior Doors	Inspect finish for peeling and cracking; touch-up where required. Polish tarnished hardware. Lubricate hinges and locks if required, Adjust weather stripping as needed.
Furnace/Forced Air Unit	Clean or replace filter as needed. NOTE: Do this check every month for the first six months, due to effects of leftover construction dust and debris.

Garage Door Interior Doors	Inspect mechanism for smooth operation. Lubricate hinges, hardware and opener chain/drive, as needed. Lubricate hinges. Tighten knobs, as necessary. Check doorstops for proper operation.
Landscaping	Confirm maintenance of proper and effective drainage, with no persistent puddles after irrigation or rain.
Windows	Lubricate rollers and latches. Check caulking, and re-caulk as appropriate. Check all window sills and baseboards for any signs of leaks or mold.

<i>Every Six Months</i>	
Countertops	Inspect for separations at sinks and backsplash. Re-caulk where necessary.
Faucet Aerators	Check water flow. Clean screens if needed. NOTE: Do this check every two months for the first six months.
Garage Doors	Adjust travel and tension.
Gutters	Clean out debris and confirm water is exiting to an appropriate drainage device or location away from the structure.
Shower Doors	Inspect for proper fit and leaks. Inspect caulking and re-caulk where necessary.
Tiled Areas	Inspect for loose or missing grout or caulking. Re-grout or re-caulk where necessary.
Tub Enclosures	Inspect for proper fit and leaks. Inspect caulking and re-caulk where necessary.
Water Heater	Flush to remove accumulated sediment. Confirm no leaks.
Weather-Stripping	Inspect, adjust and replace if necessary at all exterior doors.

<i>Annually</i>	
Exterior Doors	Re-finish or re-paint, if necessary due to peeling or deterioration of paint or door. Check weather stripping and replace or adjust as needed.
Exterior Paint	Inspect for cracked or peeling paint. Re-paint and repair damaged areas as needed.
Fireplaces	Check for proper operation of fireplace; check for loose or missing mortar. Clean chimney, if wood-burning.
Garage Door	Adjust tension rods.
Laundry Room Floor Drain	Check and clean for proper drainage operation.
Patios, Decks And Balconies	Re-seal all surfaces in a manner consistent with sealant manufacturers' recommendations.
Plumbing Shut Off Valves	Check for proper operation by closing, testing, and then re-opening.
Roofs	Visually inspect for dirt and debris in valleys, flashings, gutters and downspouts. Clean and have roof inspected by a roofing professional before the storm season.
Smoke Detectors	Replace batteries.
Stucco	Check for efflorescence and remove. Check for leaks, and repair leaking conditions. Clean and seal, if desired.
Tiled Areas	Check all grout and caulking; re-grout or re-caulk as needed.
Wood Fencing	Inspect posts, rails and boards. Eliminate earth to wood contact. Adjust sprinklers to prevent saturation. Re-seal or re-paint as needed