

Home Maintenance Reminders

SPRING

Interior

- _____ Even though there is a maintenance fee, it is good practice to have your air conditioner checked and serviced by a professional. A fully charged A/C will operate more efficiently—and you will be happier with the results.
- _____ Change or clean the furnace filter. Check the manufacturer’s booklet for other routine maintenance that may be needed.
- _____ Follow manufacturer guidelines for draining sediment from the bottom of the hot water heater.
- _____ If you have a vented crawlspace, open foundation vents to allow for fresh air to circulate in the crawl space.
- _____ Test your smoke detector. Vacuum the outside of the unit to clean it.
- _____ Open and close all windows to check for smooth operation. Inspect screens for placement, and winter damage. Clean window tracks.
- _____ Check the condition of attic insulation. Barely covered areas can be caused by winter winds. Water stained insulation can indicate a roof leak, ice blocked gutters, flashing failure, or snow blowing in through roof vents.
- _____ Inspect and repair caulking around tubs, showers, sinks, and countertops.



Home Maintenance Reminders

SPRING

Exterior

- _____ Check for backfill settling around the foundation and along utility trenches. Check areaway drain and remove any debris. If it settled, roll back sod and add fill to re-establish positive drainage.
- _____ Make sure gutters are clean and downspout extensions or splashblocks are in place and in good condition to carry roof water away from the foundation.
- _____ Look for water stains around soffits or eaves – indications of ice damage, blocked or leaking gutters, or roof flashing failure.
- _____ Inspect the roof for damaged, loose, or missing shingles and the chimney for loose flashing, caulking, cracked mortar joints, or a loose chimney cap.
- _____ Inspect caulking at exterior trim joints, windows and doors; touch up as needed.
- _____ Check the exterior faucets and sprinkler system for frozen pipe damage that may have been caused by leaving a hose on or failure to drain the sprinkler system.
- _____ Caulk any new cracks in exterior concrete slabs (drive, porch, patio or walks) to prevent further water damage from spring rains.
- _____ Test exterior and garage GFI circuits.
- _____ Remove dead or dying branches as needed to maintain desired shape. Prune all trees and shrubs.
- _____ Fertilize all shrubs with a slow release organic fertilizer. We suggest using Holly Tone or Plant Tone. Fertilize all lawn areas between April and May using manufacturer's suggested rates. We suggest Turf Assurance. Rake entire yard and de-thatch. Re-seed lawn areas as needed using approximately 8 pounds per sq. ft. of lawn area.
- _____ New plantings, (grass, sod, trees, shrubs, etc) during their first year cannot thrive without frequent watering. Keeping your plantings alive, regardless of the season, is the responsibility of the new homeowner

Home Maintenance Reminders

SUMMER

Interior

- ___ Change or clean the furnace filter. Check adjustments of HVAC vents; some changes may be appropriate for summer cooling.
- ___ If your home has a humidifier, clean it per manufacturer directions and adjust the control setting for summer use.
- ___ Test your smoke detector. Vacuum the outside of the unit to clean it. Replace backup batteries.
- ___ Test GFI circuits in the kitchen and bathrooms.
- ___ Clean or replace filter in range hood.
- ___ Apply a 30 weight motor oil to moving parts of garage overhead door: track, rollers, hinges pulleys, and springs. Check to see that hardware is tight and operating as intended without binding or scraping.
- ___ Check doors for needed adjustments.

Exterior

- ___ Check areaway drain and remove any debris.
- ___ Test exterior and garage GFI circuits.
- ___ Inspect exterior surfaces for evidence of uninvited nests of insects.
- ___ Sand, prime, and touch up paint as needed to preserve exterior surfaces and maintain appearance.
- ___ Clean screens and windows.
- ___ If you have not already done so, plan your first barbecue.

Home Maintenance Reminders

VACATION HINTS

- ___ Use or give away all perishable foods.
- ___ Have your mail, newspaper, and other deliveries stopped.
- ___ Turn thermostat down and adjust temperature setting on the water heater to “vacation”.
- ___ Shut water off at the main valve.
- ___ Install timers on lights in several locations, set for various times.
- ___ If possible, leave a key and telephone number where you can be reached with a neighbor or a relative who can check the home a couple of times while you are gone.
- ___ Water all trees and shrubs as needed. Trees and shrubs will need additional hand watering if not more than 1” of rainfall is received during a 7 day period. Lawn areas should be watered the same as shrubs. Use a lawn sprinkler twice a week (if we do not receive at least 1” of rainfall.). Lawns should be saturated with at least 1” of water, not just lightly sprinkled.
- ___ Touch up mulch and add if needed. All weeds should be removed. Apply a post-emergent herbicide for all broadleaf weeds, being careful to follow manufacturer’s recommendations.



Home Maintenance Reminders

FALL

Interior

- _____ Change or clean the furnace filter. Operate the furnace. If service is needed it is much better to discover that before the first really cold day. Check adjustments of registers; some changes may be needed for the heating season.
- _____ If your home has a humidifier, clean it per manufacturer directions and adjust the control setting for winter use.
- _____ Install plastic over attic insulation in front of vents to prevent damage to the ceiling from blowing rain or snow. Do not seal off the vents.
- _____ If you have a vented crawlspace, close foundation vents for the heating season.
- _____ Test your smoke detector. Vacuum the outside of the unit to clean it.
- _____ Test GFI circuits in the kitchen and bathrooms.
- _____ Check fireplace operation. Inspect chimney for uninvited summer guests who may have taken up residence.
- _____ Gas burning: review steps for safe operation; check valves and adjustments. Store valve key where young children will not have access to it.
- _____ Wood burning: Inspect chimney for creosote build up (resulting from heavy use or burning softwoods) and have professionally cleaned if needed.
- _____ Check operation and fit of garage overhead door.

Home Maintenance Reminders

FALL

Exterior

- ___ Check areaway drain and remove any debris.
- ___ Test exterior and garage GFI circuits.
- ___ After leaves have fallen, clean gutters. Confirm that downspout extensions of splashblocks are in place and in good condition to carry roof water away from the foundation.
- ___ Inspect caulking at exterior trim joints, windows and doors; touch up as needed.
- ___ Caulk any open cracks in exterior concrete slabs (drive, porch, patio or walks)
- ___ Store or protect exterior furniture and gardening tools.
- ___ If storing screens for the winter, remove, label, and place them in a location where they will not be damaged. Cleaning them prior to storing and covering will make re-installing in spring much easier.
- ___ Fertilize all lawn areas using a slow release organic fertilizer. We suggest (as in the Spring) Holly Tone or Plant Tone. Re-mulch as needed establishing a 2" layer. Deep water all trees and shrubs to prepare them for Winter.
- ___ We suggest performing reseeded in late November or early December as follows: Re-seed all lawn areas using approximately 8 pounds per 1,000 sq. ft. of lawn, we recommend Turf Assurance.



Home Maintenance Reminders

WINTER

Interior

- _____ If you have not drained your outside water faucets yet, please do so.
- _____ Change or clean the furnace filter.
- _____ Check and adjust weather stripping and thresholds on entry doors.
- _____ Test your smoke detector. Vacuum the outside of the unit to clean it.
- _____ Test GFI circuits in the kitchen and bathrooms.
- _____ Decorate safely for the holiday season. Do not overload circuits or use worn extension cords.
- _____ Practice safe fireplace use: Do not build roaring fires or leave a fire unattended. Keep mesh screens closed and use glass doors according to manufacturer's guidelines. Never use liquid fire starters indoors. Remember to close the damper when the fire is out to conserve energy and keep heating costs down.
- _____ Minimize condensation concerns by covering exposed soil in the crawl space with 6 mil plastic, venting dryers to the outside, and operating any vented hood and bath fans when appropriate.
- _____ Be prepared to cope with frozen pipes if severe weather conditions occur. Do not lower heat below 60 degrees. In extremely cold periods, or if you will be away for an extended period, leave cabinet doors open under sinks to allow warm air to circulate. If power is interrupted, turn faucets on and allow water to run very slowly to prevent freezing. If frozen pipes are discovered, use a hair dryer to thaw them. DO NOT use a torch or hot water. Make sure insulation covering sprinkler in attic is in place.

Home Maintenance Reminders

WINTER

Exterior

- ___ Check areaway drain and remove any debris.
- ___ Test exterior and garage GFI circuit.
- ___ Confirm that hoses have been disconnected from exterior faucets. Hosebibs should be turned off and drained. NEVER salt your concrete driveway or walks. It permanently damages the surface.
- ___ Remove ice and snow from exterior concrete as soon as possible. Use sand or other non-salt material on ice patches.
- ___ After heavy snows, check gutters and roof valleys for excessive buildup of snow or ice that might cause damage. A broom works well to help remove large accumulations of snow from areas you can reach.
- ___ When snow is present, remember the following: Avoid water damage by removing snow (it can be very serious and can cause mold). Pay particular attention to:
 - window wells, basement areaway access and drain – clear them
 - any snow touching brick or siding above the foundation level
 - any snow that is against the door (especially sliding glass and patio doors)
 - any snow accumulation on the roof
 - dig trenches in deep snow to allow any water to fall away from your foundation, downspouts, and sump pump.

