



January

Test Smoke/Carbon Monoxide Detectors

Four times a year check to see that the batteries in the Smoke and Carbon Monoxide Detectors are functional.

Best practices are to have the smoke detectors also connected to the electrical power source.

Carbon Monoxide detectors should be located outside each sleeping area.

Follow installation instructions.



Smoke detector



Carbon Monoxide Detector

Review all Plumbing in Home

Look at all pipes in the home for drips.

Look for any signs of dampness or mold near pipes.
Call a certified plumber to make repairs if necessary.

Clean kitchen sink disposal.

Clean and check backwater valves every 6 months. If you do not have a backwater check valve installed in your septic line, it is recommended that one be installed. Hiring a plumber is recommended.



Backwater check valve



Kitchen sink disposal



Test Water in Home

Run water and flush toilets in unused spaces every season.

Make sure all faucets and fixtures are working properly.

Musty smells indicate dampness. The source of dampness should be determined and corrected.

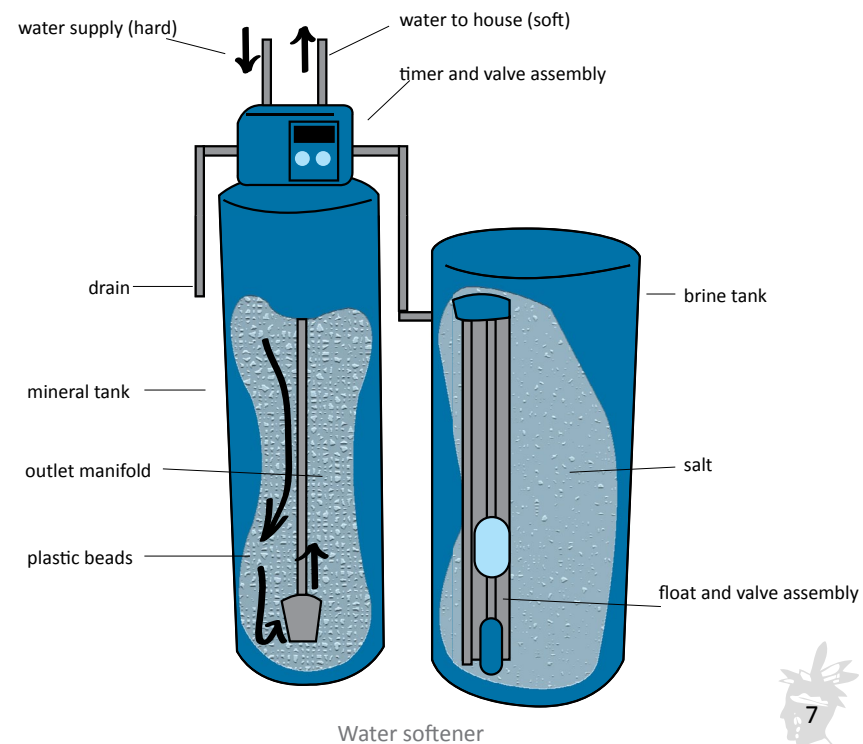


Water Softener

Many homes have hard water and need a water softener.

Inspect the water softener for salt levels and to make sure the salt hasn't hardened.

Follow the instruction in the unit's manual for the level of salt needed based on the amount of water being used on your home.



Flush Hot Water Tank

A hot water tank should have the pressure release valve tested once per year and flushed once per year. When flushing the water tank, the power must be turned off. This is done until the water runs clear of the sediment at the bottom of the tank.

Hot water tank replacement is every 10-12 years. Most insurers will not cover flooding from a leaking HWT older than 10-12 years.

Visible rust is the sign the HWT is going.

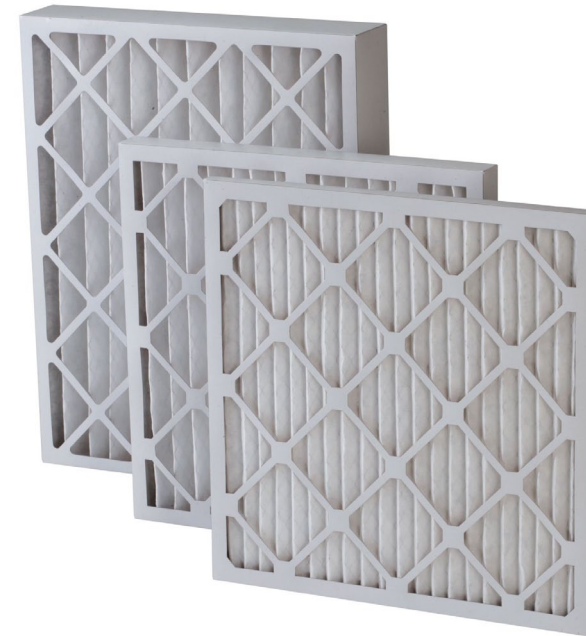
A HWT pan is necessary. If none exists, make sure it is included when you change the HWT (metal touching the concrete will corrode your HWT quicker than if you have the pan).



Furnace Air Filter

Forced air furnace air filters are recommended to be changed every month.

Remember to wash and clean the intakes located throughout the house and be careful with the harshness of the cleaning product used if your family has allergies. Cleaning can be done with a rag.



Kitchen Stove Hood

Kitchen stove fans should be cleaned monthly. Unplug the fan, open and clean out any dust and debris with a damp rag.

Test the airflow after cleaning by using a tissue or garbage bag to make sure it is pulling in the intake afterwards.



Dryer

The clothes dryer lint filter has to be cleaned after every use.

Once a month, the lint filter should be washed with soap and water to remove any residue that has formed on the screen.

The outdoor duct cover should be inspected and cleaned twice a year.



Fire Extinguishers

- Fire extinguishers should be inspected once a month by the homeowner. Monthly check involves visual inspection of gauge (needle should show full). Check hoses to ensure that they are not obstructed. Check that pin and tamper proof equipment is in place. Check for rust on the bottle. Turn extinguisher upside down (30 seconds) and shake it to unpack the sodium bicarbonate powder, which settles at the bottom of the tank.
- Fire extinguishers should be maintained once per year by a professional to make sure they are fully charged and maintained properly.
- NFPA standards require fire extinguishers to be replaced or emptied and refilled every 6 years and hydrostatic testing done every 12 years.
- Have a family fire escape plan.



Icicles and Ice Buildup

Clear off icicles hanging from the roof of your home over entrances.

Clear ice buildup and note areas for water infiltration in the thaw.



Monthly tasks

- **Clean kitchen sink disposal** (page 5)
- **Check/change air filter** (page 9)
- **Clean kitchen stove hood** (page 10)
- **Dryer lint filter washed** (page 11)
- **Check fire extinguishers** (page 12)
- **Check for icicles and ice buildup in areas around your house** (page 13)

Test Sump Pump

Before the spring thaw, sump pumps need to be tested. Look for any signs of dampness or mold.

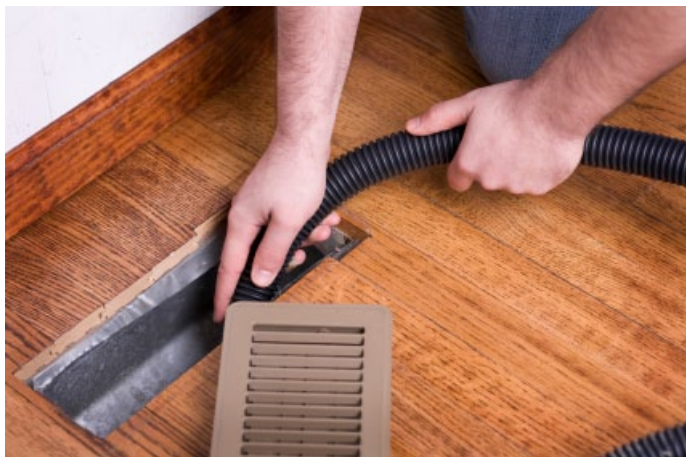
Sump pumps have a float that once raised, trigger the motor to start. Since there is dampness in the basement, the sump pump may experience mechanical failure due to rust or moisture build up. This is why the test is recommended prior to the spring thaw.



Vacuum air vents and ducts

All air intakes and ducts need to be vacuumed and cleaned to reduce allergens. This will alert you to any moisture issues and maintain the system.

Test the airflow after cleaning by using a tissue or garbage bag to make sure it is pulling in the intake afterwards.



Monthly tasks

- **Clean kitchen sink disposal** (page 5)
- **Clean backwater valves** (page 5)
- **Check/change air filter** (page 9)
- **Clean kitchen stove hood** (page 10)
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April

Vacuum Refrigerator

The back bottom and front of the refrigerator needs to be kept free of dust.

This maintenance should be done twice per year.



Inspect, Repair and Replace Screens

Screens should be inspected once per year.

Damaged screens should be fixed as soon as possible.

Check Light Switches and Plugs

Inspect all your light switches and plugs to ensure your electrical connections are in working order.

Contact a professional to repair those that are not working correctly. Insurance will NOT cover electrical damage if an unlicensed person was hired.



Tighten Handles and Fixtures

Once a year, go through your house checking all the door handles, knobs on cupboards and fixtures, making sure they are all properly tightened and secure.





Check Locks on Windows and Doors

Once a year, check all the locks on your windows and doors making sure they are in proper working condition.

Oil the mechanisms if needed to ensure easy usage, using a silicone based oil.

Check Caulking on Tubs and Showers

Check the caulking on your tubs and showers for signs of wear.

Replace the caulking if needed so that the wall and subfloor will be protected.

Caulking should be done before it fails and the material should be rated as mildew resistant.



Clean Showerheads

Showerheads, regardless of being connected to town water or on an independent system, should be cleaned yearly.



Clean and Inspect Basement

Clean basement of clutter and look for signs of water and mold. If mold is present, identify the source.

Water source must be found and repaired.

Mold cant be painted over. The proper method requires repair, cleaning, priming or sealing, then a final coat of paint.



Inspect for Insects and Small Animals

Inspect your home, both interior and exterior, for signs of entry near ducts, utility lines, near the roofline, near basement windows.

Signs are;

- **Rodent or other animal droppings**
- **Dislodged or fallen insulation**
- **Signs on wood of insects**



Monthly tasks

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- **Clean kitchen sink disposal** (page 5)
- **Check all pipes for drips** (page 5)
- **Run water and flush toilets in unused spaces** (page 6)
- **Check water softener for salt levels** (page 7)
- **Check/change air filter** (page 9)
- **Clean kitchen stove hood** (page 10)
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Air Conditioning

Air conditioners that require installation yearly should be properly cleaned using soapy water, a paintbrush and a hose. Wash pollen and dirt out of the external fan coil (the radiator cooling fins. Take care not to bend the fins while doing this) of your AC unit once per month and after the cottonwood pollen stops flying.

Make sure units are properly secured and sealed to deter rodents and insects.



Lawn Preparation

Walk around your lawn and look for overgrown trees that may be interfering with any utility lines. If there are trees growing near the lines, contact the company for maintenance. Do not try to correct the issue yourself.

Service your lawn equipment for the season's usage.





Pool Preparation

Plan for the season's opening and make arrangements with your service provider.



Deck and Patio Preparation

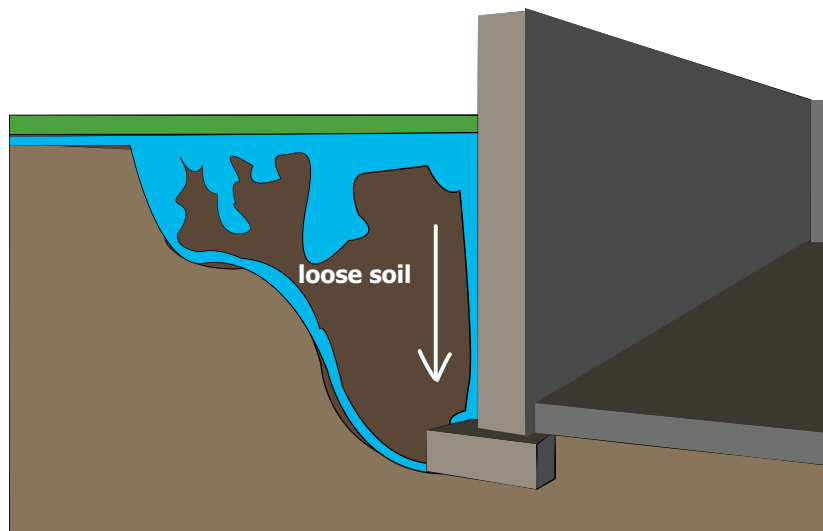
Inspect and plan for any repairs needed for your deck and patio.



Exterior Drainage

Over the years land settles. Inspect your property. Look for depressions and potential areas for water to collect near your basement.

If depressions are found, plan on adding soil to redirect water away from the house.



Gutters

Inspect and clean gutters often.

Ensure that water is draining properly when raining and heavy rains are being directed to the gutters efficiently.



Inspect Exterior of House

Look at the exterior siding and roof to make sure there are no openings or damage that may need repair and to deter rodents or insects.

Check Caulking around windows, doors, chimneys etc. Annual heating and cooling of exterior surfaces will cause caulking to crack, allowing water infiltration.



Inspect Roof

Look at the roof to make sure there are no tiles that are ripped, torn, damaged or missing from the season before and need to be replaced.

Make note of the condition and area.

Estimate the remaining lifespan and try to budget for the expense.

Shingles have varying lifespans, based on surroundings, maintenance, roof slopes, sun, wind, quality of application and quality of material all play a factor in the actual lifespan of a roof.

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- Check/change air filter (page 9)
- Clean kitchen stove hood (page 10)
- Dryer lint filter washed (page 11)
- Check fire extinguishers (page 12)
- Monthly exterior inspection: check caulking around windows, doors, chimneys (page 34)
- Pool Maintenance
- *Weekly grass cutting and weeding*

Monthly tasks

- Clean kitchen sink disposal (page 5)
- Check/change air filter (page 9)
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- Clean air conditioning (page 28)
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- **Check fire extinguishers** (page 12)
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Monthly tasks

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- **Check/change air filter** (page 9)
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- **Check fire extinguishers** (page 12)
- **Vacuum refrigerator** (page 18)
- **Clean air conditioning** (page 28)
- **Monthly exterior inspection: check caulking around windows, doors, chimneys** (page 34)
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- ***Weekly grass cutting and weeding***



Monthly tasks

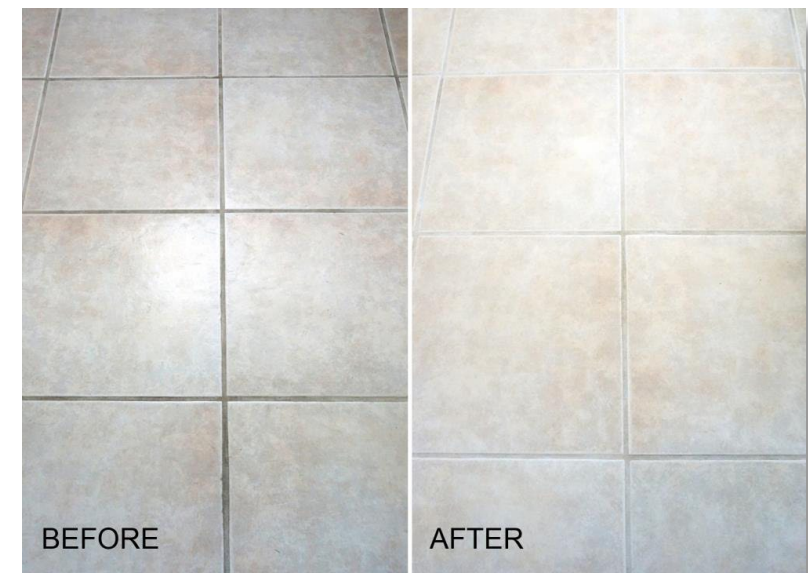
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- Check/change air filter (page 9)
- Clean kitchen stove hood (page 10)
- Dryer lint filter washed (page 11)
- Check fire extinguishers (page 12)
- Vacuum air vents and ducts (page 16)
- Clean air conditioning (page 28)
- Monthly exterior inspection: check caulking around windows, doors, chimneys (page 34)
- Pool maintenance
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Inspect Grout in Bathroom and Kitchen

This is mostly cosmetic but excessive moisture points to problem areas.

Make note of the condition.

Call a professional to grout if needed.



Inspect Plumbing Aerators

Plumbing aerators are an inexpensive way to increase water pressure while saving water.

If the spray is focused in the wrong area, try cleaning the mechanism, by rinsing and cleaning with a toothbrush.

If the mechanism cannot be cleaned, replace it with a new one.



Plumbing Aerators

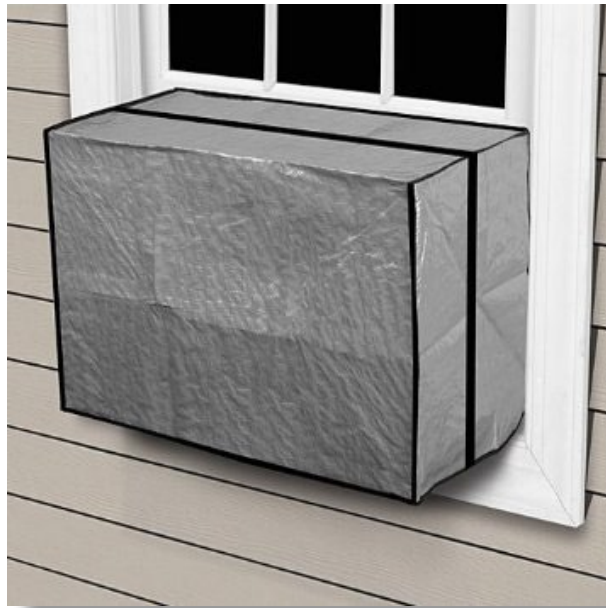


Clean basement window wells

It is good practice to clean window wells of debris each season.

Drainage in the well can become blocked. It is important that no water build up against the foundation from a blocked window well.

Window wells are attached to the french drain. Impeded drainage is a serious concern. You will need to contact a professional to have the issue resolved.



Winterize Air Conditioning System

If you have an air conditioning unit that is separate from your heating system, make sure it is removed properly, cleaned with a mild cleaner and stored.

Servicing and inspection should be done prior to installation.

Furnace Servicing

Once a year, your furnace should be serviced and ductwork cleaned by a professional to ensure it's in proper working order.



Turn off and Flush Exterior Water Faucets

Remove hoses from exterior faucets. Remove all water from them. Roll them and put them in storage.

Locate and shut the interior water shut off valves for each faucet.

At each exterior faucet, open the faucet until the water is drained completely and shut the faucet once it is empty.



Clean chimney

Chimneys should be cleaned once per year in the fall by a professional.



Check winter equipment

Winter equipment needs to be gathered prior to the season.

If you have a snow blower, it needs to be serviced at this time.

Salt, snow shovel, exterior broom and ice chipper should be inspected and ready.



Inspect Porch Ceilings and Walls

The exterior porch should be inspected when it is being cleaned.

The broom may need an extender to be able to reach deep or high overhangs.

When inspecting you are looking for any kind of opening that may need to be sealed to prevent water or insects, rodents or reptiles.

Inspect Driveway and Walkway

This is mostly cosmetic but the walkway may rest against your foundation and cracking may be an indicator to a larger problem.

If there are cracks, investigate in the area in your basement to ensure it isn't an issue needing to be addressed.



Inspect and Clean Exterior Light Fixtures

This is mostly cosmetic but make sure that there are no rodents or birds living in the fixtures.





Winter Lawn Preparation

Make sure your lawn furniture and summer equipment is put in storage.

Cover delicate trees and shrubs as needed to prevent damage with the appropriate cover suggested for that species.



Pool Closing

Call your pool professional to close your pool and follow the instructions provided



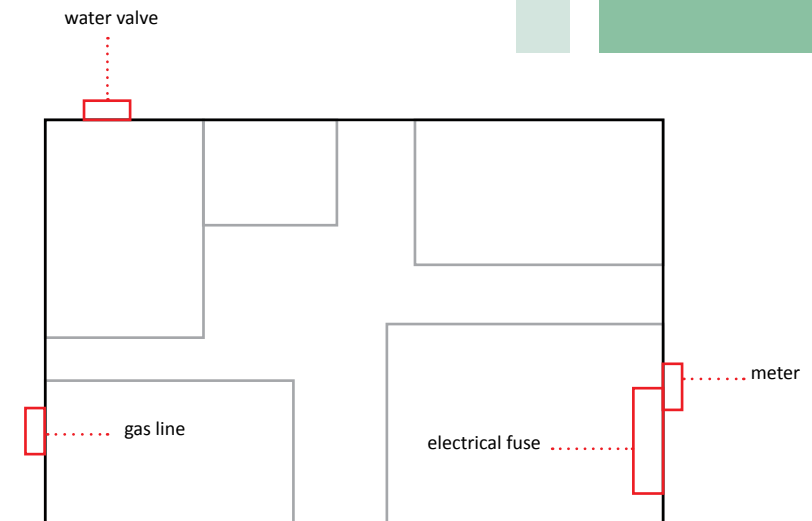
Monthly tasks

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- **Clean kitchen sink disposal** (page 5)
- **Check all pipes for drips** (page 5)
- **Run water and flush toilets in unused spaces** (page 6)
- **Check water softener for salt levels** (page 7)
- **Flush hot water** (page 8)
- **Check/change air filter** (page 9)
- **Clean kitchen stove hood** (page 10)
- **Dryer lint filter washed** (page 11)
- **Service fire extinguishers (professional), fire extinguishers should be replaced or refilled every 6 years** (page 12)
- **Test sump pump** (page 15)
- **Vacuum air vents and ducts** (page 16)
- **Inspect for insects and animals** (page 26)
- **Clean and repair patio/deck** (page 31)
- **Clean gutters** (page 33)
- **Monthly exterior inspection: check caulking around windows, doors, chimneys** (page 34)
- **Weekly grass cutting and weeding**

Household mapping

Make a shut off map for all interior water valves and gas lines.

Have your own electrical fuse/breaker listing along with the number of your meter. Electricians write on the fuse box for their understanding, not for yours.



Monthly tasks

- Clean kitchen sink disposal (page 5)
- Clean backwater valves (refer to page 5)
- Check/change air filter (refer to page 9)
- Clean kitchen stove hood (refer to page 10)
- Dryer lint filter washed (refer to page 11)
- Check fire extinguishers (refer to page 12)



Emergency Bag

An emergency bag should contain;

- Water
- Food (canned food, energy bars and dried food)
- Can opener
- Wind-up flashlight and radio
- First aid kit
- Extra key for car and house
- Copy of important family documents
- Spare bank card
- Emergency plan

Monthly tasks

- **Clean kitchen sink disposal** (page 5)
- **Check/change air filter** (refer to page 9)
- **Clean kitchen stove hood** (refer to page 10)
- **Dryer lint filter washed** (refer to page 11)
- **Check fire extinguishers** (refer to page 12)
- **Check for icicles and ice buildup in areas around your house** (refer to page 13)



January	Date Completed	Notes	Action required/Follow up
Test Smoke/Carbon Monoxide detectors			
Run water and flush toilets in unused spaces.			
Check all pipes for drips			
Check water softener for salt levels			
Test hot water heater water pressure			
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Dryer lint filter washed			
Check for icicles and ice buildup in areas			

February	Date Completed	Notes	Action required/Follow up
Check for icicles and ice buildup in areas around house			
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Dryer lint filter washed			
Outdoor duct cover inspected and cleaned			

March	Date Completed	Notes	Action required/Follow up
Check for icicles and ice buildup in areas around house			
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Check Sump Pump			
Dryer lint filter washed			
Clean backwater check valves			
Vacuum air vents and ducts			

April	Date Completed	Notes	Action required/Follow up
Test Smoke/Carbon Monoxide detectors			
Run water and flush toilets in unused spaces.			
Check all pipes for drips			
Check water softener for salt levels			
Vacuum Back of Fridge			
Inspect, repair and install screens			
Check light switches and plugs			
Tighten household handles, knobs, racks and fixtures			
Check locks on doors and windows			
Check caulking on showers and tubs			
Clean showerheads			

April (continued)	Date Completed	Notes	Action required/Follow up
Clean and inspect basement			
Check/Change Air Filter			
Dryer lint filter washed			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Inspect for Insects or animals near points of entry (dryers ducts, roof eaves, basement windows, etc)			

May	Date Completed	Notes	Action required/Follow up
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Service air conditioning or install			
Inspect lawn, plan landscaping. Check trees for interference with hydro lines.			
Prepare pool opening			
Deck and Patio inspection and cleaning			
Clean drainage outside house			
Clean gutters			
Inspect exterior of house			

May (continued)	Date Completed	Notes	Action required/Follow up
Inspect roofing			
Weekly lawn maintenance (grass cutting and weeding)			
Pool Maintenance			
Dryer lint filter washed			
Monthly exterior inspection (Check Caulking around windows, doors, chimneys)			

June	Date Completed	Notes	Action required/Follow up
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Weekly lawn maintenance (grass cutting and weeding)			
Pool Maintenance			
Dryer lint filter washed			
Clean Air Conditioning Unit			
Monthly exterior inspection			

July	Date Completed	Notes	Action required/Follow up
Test Smoke/Carbon Monoxide detectors			
Run water and flush toilets in unused spaces.			
Check all pipes for drips			
Check water softener for salt levels			
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Weekly lawn maintenance (grass cutting and weeding)			

July (continued)	Date Completed	Notes	Action required/Follow up
Pool Maintenance			
Dryer lint filter washed			
Clean Air Conditioning Unit			
Monthly exterior inspection			

August	Date Completed	Notes	Action required/Follow up
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Weekly lawn maintenance (grass cutting and weeding)			
Pool Maintenance			
Dryer lint filter washed			
Clean Air Conditioning Unit			
Monthly exterior inspection			

September	Date Completed	Notes	Action required/Follow up
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Weekly lawn maintenance (grass cutting and weeding)			
Pool Maintenance			
Monthly exterior inspection			
Dryer lint filter washed			
Clean Air Conditioning Unit			
Vacuum air vents and ducts			

October	Date Completed	Notes	Action required/Follow up
Test Smoke/Carbon Monoxide detectors			
Run water and flush toilets in unused spaces.			
Check all pipes for drips			
Check water softener for salt levels			
Check grout in bathrooms and kitchen			
Inspect plumbing aerators			
Inspect for insects			
Clean and repair patio/deck			
Clean basement window wells			
Check and clean dryer vent, exhaust vents			
Clean garage and storage			

October (continued)	Date Completed	Notes	Action required/Follow up
Winterize air conditioning system			
Check heating system			
Flush hot water heater			
Turn off and flush outdoor water faucets			
Clean chimney			
Test sump pump			
Check winter equipment (shovels, salt, snow blower servicing)			
Clean gutters			
Porch ceilings and walls			
Inspect driveway and walkway			
Inspect and clean exterior light fixtures			

October (continued)	Date Completed	Notes	Action required/Follow up
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Service Fire extinguishers (professional)			
Replaced or refilled every 6 years			
Winter Lawn Preparation			
Dryer lint filter washed			
Pool Closing			

November	Date Completed	Notes	Action required/Follow up
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Dryer lint filter washed			
Outdoor duct cover inspected and cleaned			
Check Fire extinguishers			
Clean backwater check valves			
Household Mapping			

December	Date Completed	Notes	Action required/Follow up
Check for icicles and ice buildup in areas around house			
Check/Change Air Filter			
Clean Kitchen stove hood			
Clean Kitchen sink disposal			
Check Fire extinguishers			
Dryer lint filter washed			
Emergency Bag			

Sources

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