



Home Maintenance Checklist

Regular maintenance keeps your home functioning efficiently and safely – and helps protect its value. We're happy to offer this checklist of ongoing and seasonal maintenance steps to get you started. Simply print a copy, check the tasks you perform and note the date for future reference.

Ongoing Maintenance

	Task To Be Performed	Date
<input type="checkbox"/>	Make sure air vents indoors and outside (intake, exhaust and forced air) are not blocked by snow or debris.	
<input type="checkbox"/>	Check and clean range hood filters on a monthly basis.	
<input type="checkbox"/>	Test the ground fault circuit interrupter(s) monthly by pushing the test button. This should then cause the reset button to pop up.	
<input type="checkbox"/>	Make sure electrical outlets are equipped with safety plugs.	
<input type="checkbox"/>	Regularly check the house for safety hazards such as a loose handrail, lifting or buckling carpet, etc.	
<input type="checkbox"/>	Inspect fire extinguishers to ensure they are fully charged.	
<input type="checkbox"/>	Check automatic garage door opener's safety reverse.	
<input type="checkbox"/>	Test smoke detectors.	
<input type="checkbox"/>	Drain off sediment from base of hot water tank.	
<input type="checkbox"/>	Grind ice cubes to clean garbage disposal. Flush with hot water and baking soda.	
<input type="checkbox"/>	Inspect bathtubs and sinks for caulking and leaks; repair as needed.	
<input type="checkbox"/>	Check operation of water pump and sump pump.	
<input type="checkbox"/>	Defrost manual refrigerator; or if automatically defrosted, wash off shelves and clean.	
<input type="checkbox"/>	Review emergency procedures and practice fire drill.	
<input type="checkbox"/>	Clean or replace air filters when the system is in use for heating or cooling.	
<input type="checkbox"/>	Vacuum heat registers, vents and radiators.	
<input type="checkbox"/>	Clean faucet aerators and shower heads.	



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Fall

	Task To Be Performed	Date
<input type="checkbox"/>	Have furnace or heating system serviced by a qualified service company every two years for a gas furnace, and every year for an oil furnace.	
<input type="checkbox"/>	Open furnace humidifier damper on units with central air conditioning and clean humidifier.	
<input type="checkbox"/>	Lubricate circulating pump on hot water heating system.	
<input type="checkbox"/>	Bleed air from hot water radiators.	
<input type="checkbox"/>	Examine the forced air furnace fan belt for wear, looseness or noise; clean fan blades of any dirt buildup (after disconnecting the electricity to the motor first).	
<input type="checkbox"/>	Turn ON gas furnace pilot light.	
<input type="checkbox"/>	Check and clean or replace furnace air filters each month during the heating season.	
<input type="checkbox"/>	Vacuum electric baseboard heaters to remove dust.	
<input type="checkbox"/>	Remove the grilles on forced air systems and vacuum inside the ducts.	
<input type="checkbox"/>	If the heat recovery ventilator has been shut off for the summer, clean the filters and the core, and pour water down the condensate drain to test it.	
<input type="checkbox"/>	Clean portable humidifier, if one is used.	
<input type="checkbox"/>	Have well water tested for quality. It is recommended that you test for bacteria every six months.	
<input type="checkbox"/>	Replace window screens with storm windows.	
<input type="checkbox"/>	Remove screens from the inside of casement windows to allow air from the heating system to keep condensation off window glass.	
<input type="checkbox"/>	Ensure all doors to the outside shut tightly, and check other doors for ease of use. Renew door weather-stripping if required.	
<input type="checkbox"/>	If there is a door between your house and the garage, check the adjustment of the self-closing device to ensure it closes the door completely.	
<input type="checkbox"/>	Cover outside of air conditioning units.	
<input type="checkbox"/>	Ensure that the ground around your home slopes away from the foundation wall, so that water does not drain into your basement.	
<input type="checkbox"/>	Clean leaves from eaves troughs and roofs, and test downspouts to ensure proper drainage from the roof.	
<input type="checkbox"/>	Check chimneys for obstructions such as nests.	
<input type="checkbox"/>	Drain and store outdoor hoses. Close valve to outdoor hose connection.	
<input type="checkbox"/>	If you have a septic tank, measure the sludge and scum to determine if the tank needs to be emptied before the spring. Tanks should be pumped out at least once every three years.	

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Winter

	Task To Be Performed	Date
<input type="checkbox"/>	Check and clean or replace furnace air filters each month during the heating season.	
<input type="checkbox"/>	After consulting your hot water tank owner's manual, drain off a dishpan full of water from the clean-out valve at the bottom of your hot water tank to control sediment and maintain efficiency.	
<input type="checkbox"/>	Clean humidifier two or three times during the winter season.	
<input type="checkbox"/>	Vacuum bathroom fan grille.	
<input type="checkbox"/>	Vacuum fire and smoke detectors, as dust or spider webs can prevent them from functioning.	
<input type="checkbox"/>	Vacuum radiator grilles on back of refrigerators and freezers, and empty and clean drip trays.	
<input type="checkbox"/>	Check gauge on all fire extinguishers; recharge or replace if necessary.	
<input type="checkbox"/>	Check fire escape routes, door and window locks and hardware, and lighting around outside of house; ensure family has good security habits.	
<input type="checkbox"/>	Check the basement floor drain to ensure the trap contains water. Refill with water if necessary.	
<input type="checkbox"/>	Monitor your home for excessive moisture levels—for example, condensation on your windows, which can cause significant damage over time and pose serious health problems—and take corrective action.	
<input type="checkbox"/>	Check all faucets for signs of dripping and change washers as needed. Faucets requiring frequent replacement of washers may be in need of repair.	
<input type="checkbox"/>	If you have a plumbing fixture that is not used frequently, such as a laundry tub or spare bathroom sink, tub or shower stall, run some water briefly to keep water in the trap.	
<input type="checkbox"/>	Clean drains in dishwasher, sinks, bathtubs and shower stalls.	
<input type="checkbox"/>	Test plumbing shut-off valves to ensure they are working and to prevent them from seizing.	
<input type="checkbox"/>	Examine windows and doors for ice accumulation or cold air leaks. If found, make a note to repair or replace in the spring.	
<input type="checkbox"/>	Examine attic for frost accumulation. Check roof for ice dams or icicles.	
<input type="checkbox"/>	Check electrical cords, plugs and outlets for all indoor and outdoor seasonal lights to ensure fire safety: if worn, or plugs or cords feel warm to the touch, replace immediately.	



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Spring

	Task To Be Performed	Date
<input type="checkbox"/>	After consulting your hot water tank owner's manual, carefully test the temperature and pressure relief valve to ensure it is not stuck.	
<input type="checkbox"/>	Check and clean or replace furnace air filters each month during the heating season.	
<input type="checkbox"/>	Have fireplace or woodstove and chimney cleaned and serviced as needed.	
<input type="checkbox"/>	Shut down and clean furnace humidifier, and close the furnace humidifier damper on units with central air conditioning.	
<input type="checkbox"/>	Check air conditioning system and have serviced every two or three years.	
<input type="checkbox"/>	Clean or replace air conditioning filter (if applicable).	
<input type="checkbox"/>	Check dehumidifier and clean if necessary.	
<input type="checkbox"/>	Turn OFF gas furnace and fireplace pilot lights where possible.	
<input type="checkbox"/>	Have well water tested for quality. It is recommended that you test for bacteria every six months.	
<input type="checkbox"/>	Check smoke, carbon monoxide and security alarms and replace batteries.	
<input type="checkbox"/>	Clean windows, screens and hardware, and replace storm windows with screens. Check screens first and repair or replace if needed.	
<input type="checkbox"/>	Open valve to outside hose connection after all danger of frost has passed.	
<input type="checkbox"/>	Examine the foundation walls for cracks, leaks or signs of moisture, and repair as required. Repair and paint fences as necessary.	
<input type="checkbox"/>	Ensure sump pump is operating properly before the spring thaw sets in.	
<input type="checkbox"/>	Re-level any exterior steps or decks which moved due to frost or settling.	
<input type="checkbox"/>	Check eaves troughs and downspouts for loose joints and secure attachment to your home, clear any obstructions, and ensure water flows away from your foundation.	
<input type="checkbox"/>	Clear all drainage ditches and culverts of debris.	
<input type="checkbox"/>	Undertake spring landscape maintenance and, if necessary, fertilize young trees.	
<input type="checkbox"/>	Inspect wood decks, steps & rails for loose or damaged boards & raised nails.	
<input type="checkbox"/>	Inspect roof materials & roof flashings	
<input type="checkbox"/>	Inspect weather-stripping around doors, windows & garage doors.	

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Summer

	Task To Be Performed	Date
<input type="checkbox"/>	Monitor basement humidity and avoid relative humidity levels above 60%. Use a dehumidifier to maintain safe relative humidity. Clean or replace air conditioning filter, and wash or replace ventilation system filters if necessary.	
<input type="checkbox"/>	Check basement pipes for condensation or dripping, and take corrective action, for example, reduce humidity and or insulate cold water pipes.	
<input type="checkbox"/>	Check the basement floor drain to ensure the trap contains water. Refill with water if necessary.	
<input type="checkbox"/>	If you have a plumbing fixture that is not used frequently, such as a laundry tub or spare bathroom sink, tub or shower stall, run some water briefly to keep water in the trap.	
<input type="checkbox"/>	Deep clean carpets and rugs.	
<input type="checkbox"/>	Vacuum bathroom fan grille.	
<input type="checkbox"/>	Disconnect the duct connected to the dryer and vacuum lint from duct, the areas surrounding your clothes dryer and your dryer's vent hood outside.	
<input type="checkbox"/>	Check security of all guardrails and handrails.	
<input type="checkbox"/>	Check smooth functioning of all windows and lubricate as required.	
<input type="checkbox"/>	Inspect window putty on outside of glass panes and replace if needed.	
<input type="checkbox"/>	Lubricate door hinges and tighten screws as needed.	
<input type="checkbox"/>	Lubricate garage door hardware and ensure it is operating properly.	
<input type="checkbox"/>	Lubricate automatic garage door opener motor, chain, etc. and ensure that the auto-reverse mechanism is properly adjusted.	
<input type="checkbox"/>	Check and replace damaged caulking and weather-stripping around windows and doorways, including the doorway between the garage and the house.	
<input type="checkbox"/>	Inspect electrical service lines for secure attachment where they enter your house, and make sure there is no water leakage into the house along the electrical conduit.	
<input type="checkbox"/>	Check exterior wood siding and trim for signs of deterioration; clean, replace or refinish as needed.	
<input type="checkbox"/>	Check for and seal off any holes in exterior cladding that could be an entry point for small pests, such as bats, squirrels.	
<input type="checkbox"/>	Remove any plants that contact, or roots that penetrate the siding or brick.	
<input type="checkbox"/>	Note any sagging on the roof that could indicate structural problems requiring further investigation from inside the attic. Note the condition of all shingles for possible repair or replacement, and examine all roof flashings, such as at chimney and roof joints, for any signs of cracking or leakage.	
<input type="checkbox"/>	Sweep chimneys connected to any wood burning appliance or fireplace, and inspect them for end-of-season problems.	
<input type="checkbox"/>	Check the chimney cap and the caulking between the cap and the chimney.	
<input type="checkbox"/>	Repair driveway and walkways as needed.	

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