



## Preventative Maintenance Check List

### Provided To You by Windy City Home Inspection

By routinely caring for the major systems in your home, you can prevent little problems from becoming big problems, and potentially extend the life of that system. It is far more cost effective than waiting for a system to malfunction, which can lead to expensive repairs or having to replace an item altogether.

**INSIDE:** Take care of household appliances (stove, refrigerator, washer, dryer, etc.) and major heating electrical and plumbing systems so they continue to provide you with quality services. Follow manufacturer's guides for regular service and maintenance, and report problems immediately, while they are small.

**OUTSIDE:** Pay close attention to the outside of your house and watch for roof and gutter problems. Slow wear and tear can lead to serious and expensive problems. For example, a small roof leak that is not repaired can cause ceiling beams to warp. That could lead to cracked ceilings and inner wall damage which can cause BIG problems.

Below is a checklist of items we have provided to help you maintain your new home. This list will provide you with general guidelines, but does not include everything that you will need to do to maintain your home. If problems are identified, we recommend that you have them be fixed by a licensed contractor.

#### MONTHLY

##### ▣ Sink/Tub Stoppers and Drain Holes

Clean out Debris.

##### ▣ Garbage Disposal

Flush with hot water and baking soda. Orange or lemon peels will help to remove odors.

##### ▣ Water Softener

Check water softener salt drum and replenish salt if necessary.

##### ▣ Forced Air Heating System

Change Filters once a month if user's manual recommends fiberglass filters.

##### ▣ Extinguisher

Check that it's fully charged; recharge or replace if needed. If one is not installed, recommend purchasing one for your home.

#### EVERY 2 MONTHS

##### ▣ Wall/Ceiling Registers

Clean grills

##### ▣ Range Hood

Clean grease filter

#### EVERY 3 MONTHS

##### ▣ Faucet

Clean Aerator

##### ▣ Tub Drain Assembly

Clean out debris; inspect rubber seal and replace if needed

##### ▣ Floor and Outdoor Drain Grates

Clean out debris

#### EVERY 6 MONTHS

##### ▣ Smoke Detector

Test batteries and replaces as needed

##### ▣ Toilet

Check for leaks and extensive running water

##### ▣ Interior Caulking

Inspect caulking around tubs, showers, sinks, at all joints in ceramic tiles, laminated plastic, and similar surfaces.. Re-caulk as needed.

##### ▣ Forced Air heating System

Change filters semi-annually if user's manual recommends high efficiency pleated or HEPA filters.



## EVERY 6 MONTHS CONTINUED

### ▣Garbage Disposal

Tighten drain connections and fasteners

### ▣Washing Machine

Clean water inlet filters. Check, hoses and replace them if they are leaking.

### ▣Dryer

Vacuum lint from ducts and surrounding areas

### ▣Wiring

Check for any frayed cords and wires. Repair or replace them as needed.

### ▣Range Hood

Wash fan blades and housing.

## EVERY SPRING

### ▣Roof

Inspect (or have inspected) roof surface, flashing, eaves, and soffits. Repair as needed.

### ▣Gutters and Downspouts

Clean them out or install no-clean version. Inspect and repair weak areas. Check for proper drainage and make repairs as needed.

### ▣Exterior Caulking

Inspect caulking and replace any that is deteriorating.

### ▣Windowsills, Doorsills, Thresholds

Fill cracks, caulk edges, repaint; replace as needed.

### ▣Window and Door Screens

Clean screening and repair or replace if needed. Tighten or repair any loose or damaged frames and repaint if needed. Replace broken, worn, or missing hardware. Tighten and lubricate door hinges and closers.

### ▣Plumbing System

Inspect hoses, water heater and faucets for leaks.

## EVERY FALL

### ▣Gutters and Downspouts

Clean out. Inspect and repair weak points. Check for proper slope.

### ▣Chimney or Stovepipe

Clean flue (more frequently if needed). Repair any cracks in flue or any loose or crumbling mortar.

### ▣Thermostat

Clean heat sensor, contact points, and contacts. Check accuracy and replace thermostat if it is not functioning properly.

### ▣Ground and Yard

Drain outside waterline and hoses (disconnect hoses from spigots)

### ▣Smoke Detectors

Check and replace batteries. Always replace batteries when you set your clocks back in the fall.

### ▣Fences

Inspect posts, gates and slats for deterioration

### ▣Roof

Inspect for damaged, loose, and/or bubbled Shingles and have repaired/replaced as necessary. Check attic for water stains or dampness. Inspect for damage to flashing (metal around chimney, vents, etc.). Check for damaged gutters, downspouts, hangers, and splash boxes. Repair or replace as necessary. Trim any low tree limbs that are brushing against the roof.

### ▣Exterior Walls

Inspect wall masonry for cracks and loose joints, painted surfaces for chipping and peeling, siding and trim for damage or decay, and all trim for tightness of fit.

### ▣Doors and Windows

Inspect all doors, windows and trim for decay or rot; window glass for loose putty; windows and doors for broken glass and damaged screens; weather stripping for damage and tightness of fit; caulk at doors, windows and all other openings and joints. Clean window and door screens. Lubricate window hardware.



## ANNUALLY

### ▣ Foundations

Inspect the base of your house on the outside for soft, chipped, or rotten wood which could be a sign of termites. Look at the ground around your house to insure that it is built up around your foundation so that water runs away from the house. Check interior walls and floors to see if there are signs of water damage, and inspect tree roots that are growing near or under the foundation as they can cause cracking in the foundation.

### ▣ Main Cleanout Drain

Have a “rooter” professional clean out the main line—particularly if there are mature trees in your yard whose roots could have cracked the pipe in their search for moisture.

### ▣ Water Heater

Drain water until it is clear of sediment. Test temperature pressure relief valve. Clean burner and ports (gas heater)

### ▣ HVAC System

Have a professional tune up your heat/air conditioning system

### ▣ Carpeting

Have carpets professionally cleaned to get ride of dust mites and deep dirt you may not be able to reach yourself.

### ▣ Septic Tank

Have a professional check the tank (watch for backup throughout the year). In many areas, it is recommended that the tank be pumped every year.

## CARING FOR YOUR LAWN

Lawn care is not very hard, but it will require time to get things started correctly. However, once your lawn is established and healthy, you'll spend less time working in the yard and more time enjoying it!

### ▣ Mowing

Mow your lawn once or twice a week, depending upon rainy climate and/or watering schedule

### ▣ Fertilizing

Fertilize every 6 to 8 weeks

### ▣ Watering

Thoroughly soak once a week. Water every 5 to 10 days in a dry period. Test your sprinkler system to ensure even coverage.

### ▣ Insect/Disease Control

Consult lawn and garden professionals for method of insect and disease control.

### ▣ Cultivation

Another important step in lawn care is cultivation. Trim your lawn in early spring to get rid of the dead grass. Add fertilizer and weed killers (A good time to do this is when you aerate—this will get the fertilizer to the roots of your grass). If the soil is compacted, you will need to aerate.