



Seasonal Maintenance Checklist

Foundation – Masonry – Exterior	Spring	Fall	As Needed
Check foundation walls, floors, concrete and masonry for cracking, heaving or deterioration	●	●	●
Check chimneys for loose, deteriorated or missing mortar	●	●	
Check grading	●		
Check grading for proper slope away from foundation walls			●
Check basement and crawl space for moisture or leakage after wet weather	●		
Check all wood surfaces for weathering and paint failure or deterioration	●		
Check all decks, patios, porch stairs and railings for loose members and deterioration	●		
Check eaves troughs	●	●	
Check walkway for trip hazards			●
Check foundation and attic vent screens for damage	●		
Roofs			
Check for any missing, loose or damaged shingles	●		
Check for open seams, blisters or bald areas on flat roofs	●		
Clean gutter, strainers and downspouts. Make sure downspouts divert water away from foundation walls			●
Check for any evidence of water penetration in attic and ceilings after wet weather	●		
Check flashings around all vents, skylights and other openings	●	●	●
Trim back all tree limbs and vegetation away from home		●	
Check pre-fabricated chimneys for rust	●		
Check fascia and soffits for deterioration and damage	●		
Doors and Windows			
Check for loose or missing glazing putty		●	
Check caulking for deterioration of all openings and joints between wood and masonry		●	
Check weather-stripping		●	
Check for broken glass and damaged or missing screens			●
Check all window and door hardware	●		

Plumbing	Spring	Fall	As Needed
Check all faucets, hose bibs and supply valves for leakage			●
Check for evidence of leaks around & under sinks, showers, toilets & tubs			●
Check water heater for leaks and corrosion	●		
Check lawn sprinkler system for leaky valves, exposed lines and winterize	●		
Have the septic tank cleaned every two years			●
Have well water tested and checked for safety	●	●	
Winterize any exterior plumbing connections		●	
Know the location of the main water shut-off valve			●
Heating and Cooling			
Clean or change furnace filters every three months of operation			●
Lubricate fan and motor bearings		●	
Check fan belt tension		●	
For steam checks, check shut-off valve for leaks and drain low water cut-off per manufacturer's instructions		●	●
Keep area clean around heating and cooling equipment			●
Check Fireplace and wood stove flue every six months			●
Have systems serviced annually			●
Electrical			
Periodically check exposed wiring and cable. Replace at first sign of wear and damage			●
Check all lamp cords, extension cords and plugs for wear and damage			●
Trip circuit breakers every six months			●
Learn the location of electrical service panels and label each circuit			●
Check arc fault interrupters every six months			●
If a fuse blows, circuit breakers trip frequently or any appliance sparks or shorts out, contact a licensed electrician for repairs			●
Interior			
Check ceilings and surfaces around windows for evidence of moisture during wet weather			●
Check all tile joints for adequate grout and seal all grout lines	●		
Check caulking around showers, bathtubs, sinks and toilet base	●		
Check ceiling areas beneath bathroom for leakage			●
Check all stairs and railings for any loose members			●
Test all smoke alarms periodically per manufacturer's instructions and replace batteries twice a year			●
Check dryer vents			●
Check all fire and safety systems regularly			●
Know the location of all gas shut-off valves and label accordingly			●