

RECOMMENDED HOMEOWNER MAINTENANCE

Maintenance Item	Purpose	Frequency	Difficulty
AIR CONDITIONER	Start twice during winter months; keeps mechanical parts from sticking (Do not run A/C when outdoor temp is above 55 degrees).	Semi Annually	Minimal skills required
KITCHEN AND BATH CAULKING	Seal joints that are subject to water and moisture to prevent leaks, dry rot, mold and mildew	90 days as necessary	May need instruction
CERAMIC TILE GROUT	Seal grout with silicone based sealer; cracked grout should be touched up as necessary. Improves appearance prevents leaks.	Annually	May need instruction
CHIMNEY CLEANING	Removes build up of tar and creosote from flue; prevents flue fires. This pertains to wood burning fireplaces only.	Semi Annually	Hire a professional
DOORS	Vacuuming tracks and lubricating hinges and latches keeps operating parts working smoothly.	Monthly / Annually	Minimal skills required
EXTERIOR DRAINAGE	Keep drains from backing up and flooding during the rainy season. Make sure debris is removed from ditches and swales. Maintain positive drainage away from buildings and fencing.	Annually	Minimal skills required
DRYWALL (CRACKS & NAIL POPS)	Set nails, caulk and paint. Improves appearance of finished interior wall surfaces.	Annually	Some skill required
ELECTRICAL (GFI TEST)	Safety of electrical circuits. Test GFI circuits (kitchen, bath, garage and outdoor) monthly.	Monthly	Minimal skills required
ELECTRICAL (WIRING)	Elimination of possible fire hazard and open circuits. Within first two years all connections should be checked for tightness.	Semi Annually	Hire a professional
FENCES (INSPECT, REPAIR and SEAL)	Retains privacy & security. Prolongs useful life of fence.	Annually	Some skill required
FURNACE FILTER CHANGE	Helps remove dust and pollen from interior air; improves furnace efficiency; less energy consumption and improves air flow.	Semi Annually	Minimal skills required
GARAGE DOOR SYSTEMS	Lubrication promotes smoother, less noisy operation: extends system life. Check and tighten loose nuts and bolts.	Semi Annually	Minimal skills required
GARBAGE Disposal	Fill with ice and operate. Cleans and sharpens blades	Monthly	Minimal skills required
GROUNDS	Inspect for pavement breaks, heaving sidewalks from tree roots, dry rot at decks and blockage of drainage system. Avoids more expensive repair costs	Annually	Some skill required
GUTTERS & DOWNSPOUTS	Cleaning prevents overflow onto walls; prevents eave leaks; extends gutter life.	Semi Annually	Minimal skills required
INSECT CONTROL	Detected and treated early will prevent structural damage; controls annoying pests. If found, treat monthly.	Annually	Hire a professional
IRRIGATION SPRINKLERS	Direct water spray properly. Eliminates excess watering staining of exterior walls and dry rot of structures.	Semi Annually	Some skill required, Hire a professional
ROOF INSPECT./MAINT.	Detect and correct conditions that can lead to leaks and premature roof replacement	Annually	Hire a professional
SINK P-TRAP CLEANING	Avoids backups and plugged drains; promotes sanitation. Use only cleaners recommended by manufacturer.	Quarterly	Minimal skills required
STUCCO, EXTERIOR TRIM AND SIDING	Caulking and painting keeps system water tight; improves appearance, extends major maintenance periods; reduces chances of mold and mildew.	Annually	May need instruction
WATER HEATER (FLUSH)	Extends water heater life; provides more efficient operation; uses less energy	Annually	Some skill required
WINDOWS (TRACKS & WEEP HOLES)	Keep windows sliding freely; Avoids water standing in tracks and potential leaks.	Semi Annually	Some skill required
WINDOW (SEALS – DUAL PANE)	Appearance, broken seals reduce insulation ability. Replace when foggy.	As Necessary	Hire professional

*For items not listed, please refer to mfg.'s recommended maintenance.