

## quarterly in SPRING

### OUTSIDE:

- ☐ Inspect roof, chimney, and siding for winter damage
- ☐ Clean and flush gutters and downspouts
- ☐ Power wash siding, patio, and walkways
- ☐ Install window screens
- ☐ Landscaping clean up and planting

### INSIDE:

- ☐ Schedule HVAC inspection and A/C tune-up
- ☐ Deep clean basement / crawlspace
- ☐ Inspect sump pump and battery backup
- ☐ Test smoke and CO detectors
- ☐ Clean bathroom and kitchen exhaust fans

## HOME MAINTENANCE

### Tips

### MONTHLY

- ☐ Clean lint from dryer trap & vent hose
- ☐ Clean garbage disposal
- ☐ Check for leaks under sinks, in the basement, and around toilets
- ☐ Run water in guest bathrooms to prevent trap drying (and smells)
- ☐ Replace furnace filters

### BI-MONTHLY

- ☐ Wipe down baseboards and window sills
- ☐ Check for signs of water infiltration and pests

### OUTSIDE:

- ☐ Masonry inspection and maintenance as needed
- ☐ Drain and shut off outdoor faucets & hoses before first freeze
- ☐ Clean gutters before first freeze
- ☐ Schedule chimney sweep & fireplace inspection
- ☐ Roof maintenance - check for loose roof shingles, flashing and ponding
- ☐ Winterize the garden

### INSIDE:

- ☐ Tune up furnace and replace filter (monthly filter replacement)
- ☐ Reverse ceiling fans (clockwise for winter)
- ☐ Inspect weatherstripping and door sweeps
- ☐ Stock up on ice melt and snow removal tools

## quarterly in FALL

## quarterly in SUMMER

### OUTSIDE:

- ☐ Touch up paint and caulking
- ☐ Trim back shrubs from house, windows, and A/C unit
- ☐ Inspect decks, fences, gates for wear or loose parts
- ☐ Clean and inspect outdoor lighting, fixtures, and pathways

### INSIDE:

- ☐ Check attic for signs of leaks or pests
- ☐ Monitor humidity levels in basement
- ☐ Inspect plumbing joints and shutoff valves

### OUTSIDE:

- ☐ Keep outdoor vents and gas meter clear of snow
- ☐ Remove snow from roof edges and around foundation
- ☐ Check gutters for debris regularly

### INSIDE:

- ☐ Test GFCI outlets
- ☐ Run water in little-used bathrooms and sinks
- ☐ Check for cold drafts and supplement insulation where needed
- ☐ Recheck emergency kits, flashlights, batteries

## quarterly in WINTER