

# Maintenance Checklist

When becoming a homeowner you need to be well versed on where things are in your home and how to maintain things. The best way to look after your home is to maintain not only the physical structure of the home but the appliances and hardware inside and out.

Following is a checklist for you to print out and complete the areas indicated. This will allow you to become familiar with your home and set up a calendar of when certain duties are necessary.

Being diligent and keeping up with these small things will keep your home in good shape and increase the life and efficiency of your appliances.

If you choose not to do these maintenance duties you will incur a large bill when there is a problem. Although it is hard to spend a little every month in the end it saves you hundreds and even thousands of dollars.

\*\*\*For example- changing your furnace filter monthly is much cheaper at \$3 a month then replacing a new furnace at \$1800.00\*\*\*

***Also note that any time there is water leaking you want to take care of it immediately. Water damage can be very costly. If you notice wetness or dripping you want to act quickly.***

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- Furnace Filters** Furnace Filters should be changed per Month. Or if it is the 3 month filter then every 3 months. You should have your filter size recorded here\_\_\_\_\_. Generally a package of 3 or more filters can be purchased at one of the home supply stores for a reasonable price. By changing your filters routinely you will decrease your utility bill and help keep dust from circulating around your house.
- Furnace Maintenance** Yearly have your Furnace Serviced. We can give you recommendations of companies that can provide this service for you. This will increase the efficiency and life of your furnace.
- Electrical Panel** The panel is located\_\_\_\_\_, Occasionally a GFI (Ground Fault Interrupter) circuit breaker will trip. This usually is because too many personal care appliances are operating at the same time. If this happens, the circuit breakers can be reset to see if this solves the problem before calling the electrician. Sometimes the breaker needs to be manually turned all the way off before it can be reset correctly.
- Main Water Supply Valve** This valve is located:\_\_\_\_\_. It is important that you know where this is and how it operates prior to experiencing a water leak that may require you to act quickly and turn off all the water to the house. Please test the valve periodically to verify that it functions correctly.
- Sprinkler System Water Supply Valve** If you have under ground sprinklers- The valve is located;\_\_\_\_\_ It is important that you know where this is and how it operates for the same reason listed above. As you know it is the Tenant's responsibility to shut down and drain any sprinkler systems prior to any ground freezes. We can give you recommendations of companies that provide this service.
- Washing Machine Water Supply Lines** These should be turned off when you are going away for any extended period of time. The hoses that feed water to the washing machine can burst. You want to avoid the risk of these lines flooding your home and ruining your possessions.
- Combustibles** Paint and other combustibles must be kept away from furnace and hot water heater at all times. Paint should also be stored somewhere that it will not freeze, but away from natural gas appliances.
- Smoke Alarms** You are required per your rental agreement to continue to check and ensure the functioning of smoke detectors in your home. A nine volt battery is inexpensive in comparison to a home fire!
- Fire Extinguisher Carbon Monoxide Detectors** You are required per your rental agreement to continue to provide and maintain your fire extinguisher and carbon monoxide detectors
- Refrigerator** Your refrigerator will operate more efficiently and the compressor will last longer if you regularly vacuum all dust and debris away from compressor and coil in the back . Also if you have a water filter you do need to change it as recommended for your fridge.
- Shower/Bath Doors** If you have shower doors they will stay cleaner if excess water is removed after each shower. Use a squeegee when the doors are still wet - it just takes a moment and avoids soap film build up. Apply lemon oil to clean doors and it will help clear them and avoid build up.
- Tile and Grout** Maintain all tile and grout. If you see a problem developing that you cannot or do not want to handle, then you should call one of the maintenance companies listed in your rental contract and have them make repairs. A little effort today can save a lot of effort tomorrow. We know other people who can also do this work; please contact us if you need referrals. If the sheetrock or flooring around the tub or shower becomes damaged, we need to know this right away so that it can be repaired with minimal effort and expense.

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- Gutters and Drain Pipes** It is also your responsibility to make sure that gutters are kept clean of debris. Drainpipes should not drain on the ground next to the foundation, but should drain onto splash blocks or have extensions, which carry water away from the house.
- Other dangerous situations** If a dangerous situation develops, we will not know about it unless you communicate with us. We want to know before the situation becomes a crisis. Please contact us immediately when you see something developing, even if you're not sure that it is significant.
- Toilets** Be sure there is no continual flushing- this will cause increased utility bills and also increase the risk of flooding. The "guts" of a toilet are easily replaced by yourself or we can refer folks to you for assistance.
- Deep Clean** You should be doing a deep clean in your house. It is also recommended to vacuum carpets weekly and steam/wet vac carpets yearly to keep them clean and increase the life of your carpet.
- Garbage disposals** Emptying your ice maker container into the garbage disposal with cold running water and running the garbage disposal will sharpen and clean the disposal. Often it will bring up a lot of debris. This should be done yearly or as often as needed.
- Lawn Fertilizing** Be sure not to put water against the siding or foundation of your home. Siding is meant for water to run down if it gets under the siding from a sprinkler hitting the siding and running up under the siding, it will swell and deteriorate. Also if water hits against the foundation there can be shifting. should be done 3 times a year and then adequately watered throughout the summer and by hand intermittently in the cold months if appropriate to ensure there is no winter kill.
- Trimming and Yard Maint** Bushes and trees maintained. Grass cut routinely and aerated once a year. There should be no tree branches touching the house or roof.
- Garden Hoses** Always disconnect hoses for watering when there is a freeze. If you leave the hose attached and it freezes you can burst a pipe in your home. If you are unsure of the weather or you are going out of town disconnect the hoses as we do occasionally get surprise freezes.
- Paint Interior and Exterior** If paint is chipping or peeling outside power wash, dry and remove chipped paint and then use quality exterior paint to touch up. Interior if you have changed the color of your walls keep in mind that if you leave you are required to return it to its original color.
- Pets** Pets are wonderful but can be hard on a home. You are required to clean any droppings in the yard on at least a weekly basis and if your animal does any damage to the home you are required to have repairs done. It is best to neuter animals as they can spray and cause longterm damage from the odor.
- Never Turn Furnace off when you leave** If you turn the furnace off when you leave and the weather tips below freezing there is a risk of freezing pipes. You must always keep your furnace setting at about 55-60°F when you are not at home to ensure the house is warm enough to ensure pipes do not freeze.