

Frequency

Monthly = M

Yearly = 1Y

Twice a Year = 2Y

Four Times a Year = 4Y

Every Two Years = Y2

## Difficulty

- = Easy, no special skill required
- = Some skill required
- ▲= Good idea to get instruction on this item from a local home improvement store.
- lacklose = This task should be performed only by a qualified professional.

Maintenance Schedule						
Maintenance Item	Purpose	Frequency Difficulty		Date Performed		
Air Conditioner	Start twice during winter months; keeps mechanical parts from sticking.	2Y	•			
Bathroom Caulk	Seal joints that are subject to being wetted; prevents leaks, dry rot, mold and mildew.	2Y				
Ceramic Tile Grout	Seal grout with silicone based sealer; cracked grout should be caulked with a caulk specifically made for filling grout. Improves appearance, prevents leaks.	1Y				
Chimney Cleaning	Removes buildup of tar and creosote from flue; prevents flue fires.	Y2	<b>◆</b>			
Doors	Vacuuming tracks and lubricating hinges and latches keeps operating parts smooth.	M/Y				
Drainage	Keep drains from backing up and flooding during the rainy seasons. Make sure debris is removed fro ditches and swales. Maintain positive drainage away from buildings.	1Y	•			
Drywall (Cracks and Nails Pops)	Set nails, caulk and paint. Improves appearance of finished interior wall surfaces.	1Y				
Electrical (GFI Test)	Safety of electrical circuits. Test GFI circuits (kitchen, bath, garage and outdoor) monthly.	1M				
Electrical (Wiring)	Elimination of possible fire hazard and open circuits. Within first two years all connections should be checked for tightness.	2Y	<b>◆</b>			
Fences (Inspection and Repair)	Retains privacy and security. Prolongs useful life of fence. Wrought iron schedule is 4Y.	1Y				
Furnace Filter Change	Helps remove dust and pollen from interior air; improves furnace efficiency; less energy consumption.	2Y	•			
Garage Door Systems	Lubrication promotes smoother, less noisy operation; extends system life. Tighten keepers to avoid sag on one piece doors.	2Y				
Garage Disposer	Fill with ice and operate. Cleans and sharpens blades.	1M				
Grounds	Inspect for pavement breaks, heading sidewalks from tree roots, dry rot at decks and blockage of drainage systems. Avoids more expensive repair costs.	1Y				
Gutters and Downspouts	Prevents overflow onto walls; prevents eave leaks; extends gutter life.	2Y				
Insect Control	Detected and treated early will prevent structural damage; controls annoying pests. If found, treat monthly.	1Y	<b>A</b> •			
Irrigation Sprinklers	Direct water spray properly. Eliminates excess watering, staining of exterior walls and dry rot of structures.	2Y				
Roof Inspection/Maintenance	Detect and correct conditions that can lead to leaks and premature roof replacement.	1Y				
Sink Trap Cleaning	Avoids backups and plugged drains; promotes sanitation. Use only cleaners recommended by manufacturer.	4Y				
Trim and Siding	Caulking and painting keeps system water tight; improves appearance, extends major maintenance periods; reduces chance of mold and mildew.	1Y	<b>A</b>			
Water Heater (Partial Drain)	Extends water heater life; provides more efficient operation; uses less energy.	1Y				
Windows (Tracks and Weep Holes)	Keeps windows sliding freely. Avoids water standing in tracks and potential leaks.	2Y				
(Seals-Dual Pane)	Appearance, broken seals reduce insulating ability. Replace when foggy	1Y	<b>•</b>			