

Maintenance Calendar for 20_____

The following is Suggested Monthly Maintenance:

- Smoke Detectors- Check operation by pushing test button. Check and replace battery if necessary.
- Check fire extinguishers for proper charge.
- Check Ground Fault Circuit Interrupter (GFCI) to insure proper protection.
- Clean garbage disposal blades by grinding ice cubes with hot water.
- Clean or replace filter in range hood.
- Check for evidence of leaks around toilets, under sinks and around dishwasher.
- Clean and freshen sink drains by flushing hot water and baking soda.
- Monitor and maintain floor coverings on an as-required basis. Regular vacuuming will reduce wear of carpets and other floor covering. repair tears and remove stains as soon as possible.

Twice-a-Year Maintenance:

- Inspect roof for broken or missing shingles, identifying anything that might cause leaks or problems.
- Inspect and clean gutters and downspouts. If applicable, check and clean rain drain catch basin filter.
- Inspect outside of home and condition of siding, paint and wood trim.
- Inspect doors and windows for proper operation and weather-resistance. Clean tracks of windows and sliding glass doors before applying a clear silicone lubricant.
- Inspect main service panel, circuit breakers, and all GFCI outlets.
- Complete seasonal maintenance on heating and air conditioning by a licensed HVAC contractor.
- Inspect and replace caulking and grout around tubs, showers, and sinks as needed.
- Inspect and replace the furnace filter as needed.
- Inspect attic and make sure air vents are unobstructed. Check to see if animals are nesting in insulation.

Annual Maintenance:

- Examine caulking around windows, doors and other applicable areas.
- Complete annual furnace and air conditioning maintenance by a licensed HVAC contractor.
- Visually inspect your hot water heater for any signs of rust or deterioration.
- Schedule a backflow test on sprinkler system by a certified Backflow Tester. (if applicable)