



## Home Ownership More Enjoyable

### Take care of your place!

#### Checklist

#### Monthly

#### Seasonally

Monthly		Seasonally	
<b>General</b>		JAN	<ul style="list-style-type: none"> <li>Clean dishwasher screens/air gaps</li> <li>Operate all interior water shut off valves</li> <li>Change HVAC filters</li> </ul>
• Check/replace light bulbs			
• Test smoke/CO detectors			
• Check fire extinguishers		FEB	<ul style="list-style-type: none"> <li>Clean refrigerator/freezer coils</li> <li>Replace drinking water filters</li> </ul>
• Inspect/oil doors/hinges/locks			
• Check window glass/screens		MAR	<ul style="list-style-type: none"> <li>Change batteries in smoke/CO/thermostat</li> <li>Change ceiling fan direction</li> <li>Clean bath ventilation fans</li> </ul>
• Inspect for settlement cracks/pops			
<b>Utilities</b>			
• Inspect electric switches/plugs		APR	<ul style="list-style-type: none"> <li>Inspect/Uncover exterior hose bib</li> <li>Operate all windows/doors</li> <li>Inspect weather stripping</li> <li>Change HVAC filters</li> </ul>
• Inspect water heater			
• Test gas fireplace(s) (Oct-Mar)			
• Inspect firebox (Oct-Mar)			
<b>Kitchen and Bath</b>		MAY	<ul style="list-style-type: none"> <li>Inspect branches in contact with house</li> <li>Inspect roof</li> <li>Inspect gutters</li> <li>Inspect attic for animals/leaks</li> </ul>
• Inspect tub/shower caulking			
• Inspect sink caulking			
• Inspect grout			
• Inspect drains		JUN	<ul style="list-style-type: none"> <li>Inspect/lubricate garage doors</li> <li>Replace garage opener batteries</li> </ul>
• Inspect/clean faucets/aerators			
• Inspect toilets		JUL	<ul style="list-style-type: none"> <li>Inspect/replace hose washers</li> <li>Clean dryer vent</li> <li>Change HVAC filters</li> </ul>
• Operate/lubricate bath ventilation fans			
• Inspect counter caulking			
• Inspect/freshen dishwasher		AUG	<ul style="list-style-type: none"> <li>Replace drinking water filters</li> </ul>
• Inspect/freshen refrigerator		SEP	<ul style="list-style-type: none"> <li>Change batteries in smoke/CO/thermostat</li> <li>Clean bath ventilation fans</li> </ul>
• Inspect/clean filter ventihood			
• Freshen/sharpen garbage disposal		OCT	<ul style="list-style-type: none"> <li>Inspect weather stripping</li> <li>Change HVAC filters</li> </ul>
<b>Exterior</b>			
• Inspect exterior of house		NOV	<ul style="list-style-type: none"> <li>Change ceiling fan direction</li> <li>Inspect/Cover exterior hose bib</li> <li>Inspect gutters</li> </ul>
• Inspect caulking			
• Inspect hose bib (outdoor faucet)			
• Inspect landscape		DEC	<ul style="list-style-type: none"> <li>Clean HVAC return vents</li> </ul>
• Inspect garage/shed		<b>ANNUALLY</b>	
• Inspect driveway and walks			<ul style="list-style-type: none"> <li>Service HVAC</li> </ul>