



Maintenance Suggestions

Exterior Maintenance

- Check the general condition of the tuck-pointing.
- Inspect the roof. Keep clear of debris.
- Check for contact on exterior trees or bushes.
- Touch up exterior paint where necessary.
- Inspect exterior wood for decay and repair.
- Remove or install screens as seasons change.
- Clean and lubricate all doors and tracks.
- Oil garage door track and check safety stop.
- Wash and clean exterior concrete and drive way.
- Inspect weather stripping and seals.
- Clean out gutters and roof drains.
- Inspect window and door insulation.
- Water seal decks and treated wood.
- Inspect decks for nail pops, loose screws and loose boards.
- Inspect condenser unit and isolation pads.
- Inspect all exterior vents and flues.
- Replace all light bulbs.
- Inspect safety rails, gates and fences.
- Inspect decks for structural integrity.

Interior Maintenance

- Touch up paint annually.
- Wax and buff hardwood floors.
- Steam clean carpets.
- Clean window treatments.
- Inspect plumbing areas for dampness and or leaks.
- Schedule routine appointments for pest control.
- Fix all cracks in grouting or caulking.
- Inspect counter tops for cracks.
- Test appliances for gas leaks.
- Inspect toilet seal.
- Clean fireplace and chimney.
- Check all door hinges and locks.
- Clean windows and screens.
- Test safety devices: fire alarms, CO detectors and smoke detectors.
- Replace batteries in safety devices and thermostat.
- Clean out grease trap.
- Replace filters for furnace monthly.
- Inspect appliance hoses and ventilation shafts.
- Check HVAC for correct seasonal damper settings.
- Clean and vacuum all ducts, grills and registers.
- Clean and adjust humidifier.
- Service air condenser prior to use each spring.
- Service furnace prior to use each fall.