



YEARLY HOME MAINTENANCE SCHEDULE

A new home is a large investment, worthy of proper maintenance. Help protect your property with this regular care and service schedule to ensure long term livability and functionality of your new home. If you have questions or need additional information, please read your homeowner's manual, located on your zip drive. Or, call us at 360-823-2680.

12

TIMES A YEAR
Every Month

- Clean and replace air conditioning filters. If you have an energy recovery system, (air exchange system) remember that these filters also need to be cleaned and/or replaced.
- Inspect and clean external laundry vents.
- Flush all toilets and run water through all sinks, especially when bathrooms are not used on a regular basis.
- Remove and clean the Kitchen Exhaust Fan filter. Clean accumulated grease deposits from the fan housing.

4

TIMES A YEAR
Every Quarter

- Check the exterior drainage conditions to ensure that nothing is causing water to stand in puddles for more than 24 hours and that water from any source is not draining toward your foundation.
- Check your GFCIs (ground fault circuit interrupters) for proper operations by tripping the circuit interrupter buttons and then resetting them. If they will not trip and rest, contact us for service or information on what to do.
- Inspect, lubricate and clean all of your exterior vents. Make sure that air flows freely and that each has an operable damper to prevent backflow of outside air and to keep small animals from entering your home.
- Lubricate and inspect mechanisms for all doors including your garage door. Adjust if necessary.

2

TIMES A YEAR
Every Summer & Winter

- Every six months, inspect and service either your heating or air conditioning system, depending on the season.
- Twice a year, you should inspect and repair the following caulked areas, as necessary:
 - Kitchen and bath wet areas
 - Flushing areas
 - Window and door seals
 - Around all penetrations (hose, faucets, duct work from vents, fireplace and chimney vents)
 - Vinyl, aluminum, or wood siding
 - Stucco or mortar cracks
 - Interior settling or shrinkage sheetrock cracks
- If you have a basement and it has a sump pump, check to make sure it is operating properly, clean the pump screen and remove any soil buildup from the well.
- Clean and repair gutters.
- Make sure gutters are free of material that could prevent free flow of water.

1

TIME A YEAR
Annually

- Inspect and test your hot water heater safety valve.
- Inspect your garage door(s), rails, and lock system; adjust and lubricate, as necessary. Considering changing your garage door code periodically as a security precaution.
- Service your lawn mower and yard equipment (ie. Blowers, edgers, and trimmers)
- Clean your faucet aerators & inspect your plumbing for leaks
- Clean and sharpen your garbage disposal by running a tray of ice cubes and depositing a cleaning (foaming) product in the disposal
- Inspect or have your home fire extinguishers tested.
- Replace smoke alarm batteries
- Check roof vents and overhangs for bird nests or beehives
- Vacuum the coils behind your refrigerator and freezer
- Seal broken or cracked grout
- Inspect for damaged roof singles or accumulated debris after storms and high winds. An annual inspection by a roofing professional is recommended. Please contact us for the name and telephone number of your original roofing contractor.
- We recommend an inspection of your HVAC system by a heating professional every year. We also recommend using the original contractor for the life of the system.