

PREVENTATIVE MAINTENANCE CHECKLIST



Performing a few simple monthly maintenance tasks on your home can prevent costly repairs down the road.

MONTHLY MAINTENANCE	
Check HVAC system filters	Some filters are reusable, while others are disposable and must be replaced. Clean or replace filters when they get dirty, which might be from 30 days to a few months.
Look for toilet & sink leaks	Any sign of water where it shouldn't be is reason to investigate further. Even a tiny leak could cost hundreds of dollars each year.
Inspect grout and caulking	Touch up any voids or cracks in tubs and showers. This keeps them looking nice while helping to avoid seeping water damage.
Check kitchen vent hood filter	Clean or replace if needed. Consider looking at the vent hood filter more often if you have an avid chef in the household.
Test smoke & carbon-monoxide detectors	In addition to a monthly test, Consumer Reports explains why you should change batteries every six months. Make a habit of changing the batteries when you change your clocks during Daylight Savings Time.
Stroll outside	Walk around the house and any outbuildings, looking for problems with the foundation, vents, gutters and drainpipes.

WINTER HOUSEHOLD MAINTENANCE TASKS	
Watch for ice dams	Some filters are reusable, while others are disposable and must be replaced. Clean or replace filters when they get dirty, which might be from 30 days to a few months.
Check for drafts	Any sign of water where it shouldn't be is reason to investigate further. Even a tiny leak could cost hundreds of dollars each year.
Close foundation vents	Touch up any voids or cracks in tubs and showers. This keeps them looking nice while helping to avoid seeping water damage.
Cover A/C Units	Clean or replace if needed. Consider looking at the vent hood filter more often if you have an avid chef in the household.

SPRING HOUSE UPKEEP	
HVAC checkup	It's a good idea to have your system tuned up before air conditioning season arrives. Always use a trained professional for this.
Roof & Gutter inspection	Winter snow and ice can damage shingles which could lead to leaks. Ice buildup during the winter months can cause gutters to loosen and sag.
Check door & window seals	Check for drafts again. Cracked caulking should be touched up to prevent the loss of cooled air all summer.

SUMMER HOME CARE	
Trim around outdoor HVAC	Grass and weeds growing around the units can affect their efficiency and could even cause expensive damage.
Check siding	Pressure wash siding, looking for cracks, soft spots and any other signs of trouble.
Inspect foundation	Look for cracks that may need repair. If you have a crawlspace, check right after a heavy rain to make sure there's no water getting in there.

FALL HOUSE MAINTENANCE	
HVAC system inspection	Have a qualified HVAC mechanic inspect your system to ensure it's ready to heat your home all winter.
Turn off outside hose	Shut off their water supply and drain the lines to prevent freezing.
Check exterior grade	Fill in any depressions near the foundation that can trap water or snow. These water issues could eventually lead to damp basements, settling or foundation damage.

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Source: HSH

