

Warranty Management Periodic Maintenance Checklist

HOME OWNER MAINTENANCE SCHEDULE						
	Monthly	Qtly	Spring	Fall	Yearly	Comments
Interior						
Air Conditioning – change filter		X				
Air Conditioning – check system			X		X	
Countertops – caulking			X	X		
Dishwasher - clean, check leaks	X					
Doors - locks adjust, lubricate					X	
Dryer – clean vent hose		X				
Electrical – reset GFI	X					
Faucet Filters – clean		X				
Garbage Disposal – check		X				
Heating Unit – check system				X		
Hot water Heater – drain, check leaks					X	
Refrigerator – change water filter		X				
Refrigerator – clean coils					X	
Smoke Detector – change batteries					X	
Smoke Detector – check function		X				
Lawn Sprinkler System – inspect		X				
Tubs / Showers – caulking		X				
Windows / Patio Doors – adjust		X				
Tile Floors / Walls – check grout					X	
Exterior						
Shrubbery – trim		X				
Plants / Grass – fertilize			X	X		
Flashing / Stack Vents – check					X	
Walls / Driveway – pressure wash, paint					X	
Garage Doors – adjust, grease		X				
Windows / Doors – caulking					X	
Gutters – clean			X	X		
Mulch Cover – 3” depth			X			
Termite Inspection	X					
Vent Screen / Louvers – check, clean					X	

Safety Tips

- Know location and function of main water shut off valve
- Know location and function of electrical disconnect / breaker
- Know location and function of emergency shut off switch for heating and cooling system
- Mark and label each circuit in electrical panel box
- Call licensed Electrician if circuit breakers trip frequently
- Inform your family of all Emergency Procedures and Exits from your home