



NEW HOME MAINTENANCE SCHEDULE

This schedule is provided as a Guideline and should not be considered as exhaustive.
Follow Manufacturer's Recommendations for Maintenance of ALL Manufactured products in the home.

ITEM	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	COMMENTS
Clean and test smoke alarms	X				
Clean and change furnace filter	X				Or as directed by the manufacturers literature
Operate air conditioning system 24 hours per day, to control humidity					Daily
Inspect heat system				X	Early in the Fall
Inspect air conditioning system (including coils, overflow pan & Condensate line)				X	Early in the Spring
Inspect the drainage site to ensure water is draining away from your home		X			Water should not pond near the foundation, soil should slope away a minimum of 6 feet.
Inspect exterior paint, stain, and other finished surfaces				X	Refinish if cracking, peeling, or not resistant to weather
Inspect and touch up, as needed, caulk around windows, doors, thresholds and roof penetrations		X			Or as needed
Inspect and touch up grout			X		Or as needed
Lube garage overhead door and tighten bolts			X		Or as needed
Drain some water from bottom of water heater				X	Or as directed by the manufacturer's literature
Clean gutters			X		Or as needed
Operate pressure-relief valve on water heater				X	
Clean window weep holes			X		Or as needed
Clean masonry weep holes			X		Or as needed
Inspect roof & Chimney flashings			X		
Inspect behind and under refrigerator and icemaker for leakage	X				
Use exhaust fans in bath					Each time you bathe or shower
Use exhaust fans in utility room					Each time you wash or dry clothes
Clean lint filter					Each load of clothes you dry
Inspect hoses for washing machine		X			
Inspect wall behind washing machine for moisture	X				
Inspect under dishwasher for leaks	X				
Inspect hot water heater pan		X			
Examine ceiling & lower walls for discoloration or water marks	X				Or following periods of rain
Ventilate home by opening several windows 3-4 inches for 30-60 minutes					Weekly
Allow daylight to enter the home as much as possible					Daily
Chimney cleaning				X	Or as needed
Test for air quality/mold					After major water leak or if air smells musty or you see mold

Owner/Purchaser

Date

Owner/Purchaser

Date