Home Maintenance Checklist

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Many of the following items can be easily and safely done by homeowners following the manufacturer’s suggested procedures. However certain items should always be done by a licensed professional such as heating or A/C system maintenance, garage door maintenance, fire extinguisher service, etc. In addition, unless homeowners are comfortable and properly trained in safety practices, we always recommend that items in hazardous areas such as the roof, high areas, crawlspaces, and attic areas be inspected and serviced by a licensed and insured professional.

# **Monthly**

* Clean or replace HVAC (furnace/AC) Filters
* Clean dishwasher – Check user manual or online reference for directions
* Clean sink drains and garbage disposals

# **Spring**

* Install new batteries, clean and test all smoke and carbon monoxide detectors
* Check and service (if needed) fire extinguishers
* Vacuum refrigerator coils
* Clean refrigerator interior and door seals
* Inspect and clean bathroom and kitchen caulking, grout and reseal (as needed)
* Clean kitchen exhaust hood and filters
* Clean and install portable A/C units (when weather appropriate) or schedule central A/C service
* Clean and seal deck and patio surfaces (as needed)
* Inspect and repair damaged window screens
* Inspect home exterior for damage, touch up paint and caulking (as needed)
* Inspect and clean gutters and downspouts
* Inspect roof and attic areas for signs of damage or leaks
* Inspect basement or crawlspace for signs of leaks and/or damage
* Turn on/uncover exterior hose bibs

# **Summer**

* Vacuum refrigerator coils
* Clean refrigerator interior and door seals
* Reverse ceiling fans (airflow down in summer)
* Inspect and clean gutters and downspouts
* Inspect crawlspace and foundation areas for signs of damage or moisture issues
* Inspect exterior and interior for signs of insect/wood destroying organism activity
* Power wash and seal concrete drives and walkways (as needed)
* Schedule garage door service (do not attempt to work on garage door mechanisms yourself!)
* Inspect and test sump pump

# **Autumn**

* Install new batteries, clean and test all smoke and carbon monoxide detectors
* Check and service (if needed) fire extinguishers
* Vacuum refrigerator coils
* Clean refrigerator interior and door seals
* Clean kitchen exhaust hood and filters
* Drain sediment from hot water heater
* Turn off/cover exterior hose bibs, remove and store hoses
* Insulate exposed pipes (as needed)
* Remove window A/C units
* Schedule heating inspection and service
* Have chimneys and flues inspected and cleaned
* Inspect roof for signs of wear and damage
* Inspect and clean gutters and downspouts
* Inspect caulking and flashing around windows and doors (repair as needed)
* Trim and maintain vegetation to avoid contact with home
* Check exterior perimeter for proper drainage (surfaces should slope away from foundation)
* Cover and store outdoor furniture

# **Winter**

* Vacuum refrigerator coils
* Clean refrigerator interior and door seals
* Reverse ceiling fans (airflow up in winter)
* Test GFCI outlets
* Inspect and clean dryer vent (perform more often depending on usage)
* Check visible plumbing for leaks
* Inspect and test sump pump
* Inspect roof eaves for signs of ice damming/leaks (snow areas)
* Inspect crawl space and attic areas for moisture (high winter precipitation areas)

# Other Periodic items:

* Septic pumping and inspection - **Typ. 3-5 yrs.**
* Well water testing - **Yearly**
* Full professional home inspection – **2-3 yrs.** (In addition to your regular maintenance, qualified professional inspectors can find developing issues sometimes missed by owners. This is especially important in crawlspace and attic areas and wet climates.)

Check our website at [www.columbiainspectionservices.com](http://www.columbiainspectionservices.com) under the home owner resources section for links to informational articles and videos on home maintenance, as well as links to common appliance manufacturers user manuals. Columbia Inspection Services also provides periodic maintenance inspections in SW Washington state.

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