

# 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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.	<input type="checkbox"/> 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	<input type="checkbox"/> In addition to a monthly test, <a href="#">Consumer Reports</a> 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	<input type="checkbox"/> 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.	<input type="checkbox"/> An ice dam is a ridge of ice that builds up at the bottom of a roof, trapping snow and melting water behind it. This can allow water to infiltrate the roof.
Check for drafts	<input type="checkbox"/> Cold air slipping in around doors and windows can cause higher heating bills.
Close foundation vents	<input type="checkbox"/> Crawl space ventilation is good for your home during the spring, summer, and fall. However, during winter months, closing the vents can help lower your heating costs.
Cover A/C Units.	<input type="checkbox"/> Snow and ice can damage outdoor air-conditioning units if they aren't protected
SPRING HOUSE UPKEEP	
HVAC checkup	<input type="checkbox"/> 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	<input type="checkbox"/> Inter snow and ice can damage shingles which could lead to leaks <input type="checkbox"/> Ice buildup during the winter months can cause gutters to loosen and sag.
Check door & window seals	<input type="checkbox"/> 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	<input type="checkbox"/> Grass and weeds growing around the units can affect their efficiency and could even cause expensive damage.
Check siding	<input type="checkbox"/> Pressure wash siding, looking for cracks, soft spots and any other signs of trouble.
Inspect foundation	<input type="checkbox"/> 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	<input type="checkbox"/> Have a qualified HVAC mechanic inspect your system to ensure it's ready to heat your home all winter.
Turn off outside hose	<input type="checkbox"/> Shut off their water supply and drain the lines to prevent freezing.
Check exterior grade	<input type="checkbox"/> 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.