

## Appendix I: Seasonal Maintenance Checklist

These are checklists that you can use and incorporate into your regular maintenance program for your house.



### In the Spring:

- Check for damage to your roof.
- Check all the fascia and trim for deterioration.
- Have an HVAC professional inspect and maintain your system as recommended by the manufacturer.
- Check your water heater for leaks or rust.
- Check your fire extinguishers.
- Clean the kitchen exhaust hood and air filter.
- Repair all cracked, broken and uneven driveways and walks to help provide a level walking surface.
- Check the shutoff valves at all plumbing fixtures to make sure they function.
- Clean the clothes dryer exhaust duct and damper, and the space under the dryer.



### In the Summer:

- Check kids' playground equipment.
- Check your wood deck or concrete patio for deterioration.
- Check the nightlights at the top and bottom of all stairways.
- Check the exterior siding.
- Check all window and door locks.
- Check your home for water leaks.
- Check the water hoses on the clothes washer, refrigerator, icemaker and dishwasher for cracks and bubbles.



### In the Fall:

- Have a heating professional check your heating system.
- Protect your home from frozen pipes.
- Run all gas-powered lawn equipment until the fuel is gone.
- Test your emergency generator.
- Have a certified chimney sweep inspect and clean the flues and check your fireplace damper.
- Remove birds' nests from chimney flues and outdoor electrical fixtures.
- Make sure the caulking around doors and windows is adequate to reduce heating/cooling loss.
- Make sure that the caulking around the bathroom fixtures is adequate to prevent water from seeping into the sub-flooring.
- Clean the gutters and downspouts.



### In the Winter:

- Confirm that firewood is stored at least 20 feet away from your home.
- Remove screens from windows and install storm windows.
- Familiarize responsible family members with the gas main valve and other appliance valves.
- Make sure all electrical holiday decorations have tight connections.
- Test all AFCI and GFCI devices.
- Only when it is safe to do so, occasionally check for ice-dam formation in the gutters.



### Annually:

- Review your emergency escape plan with your family.
- Make sure your house number is visible from the street for first-responders to see.
- Replace all extension cords that have become brittle, worn or damaged.
- Inspect and clean dust from the covers of your smoke detectors and carbon-monoxide alarms.
- Have your InterNACHI-Certified Professional Inspector® perform a yearly home maintenance inspection.