



HOME MAINTENANCE CHECKLIST

As a new homeowner you have taken on the responsibilities of owning and maintaining your home. Use this checklist as a guide to keeping your home and appliances up to date.

INTERIOR

COMPLETE	ITEM
	Check smoke and carbon monoxide detectors twice a year. Replace batteries once a year.
	Inspect caulk around bathtubs, showers, sinks, and the base of toilets for damage. Replace when needed.
	Occasionally flush water down showers and sinks that are not frequently used.
	Check attic, basement, and crawl spaces for leaking water or damage.
	Check walls and ceilings for cracks, damp spots, or discoloration from water damage.
	Inspect windows and ceilings at exterior edge for water damage or ice buildup during the winter months.
	Check dryer vents and make sure they are properly connected.
	Remove dust from kitchen range vent and the condensing coils on your refrigerator.
	Check exposed wiring, cables, and plugs for any damage. Replate at first sign of damage.
	Test ground fault circuit interrupter outlets in the basement, bathroom, and kitchen. Push "T" to test and "R" to reset.
	When using the furnace or the air conditioner, replace filters monthly.
	Clean and service heating systems annually.
	Inspect the inside of the chimney, the fireplace firebox and flue, for creosote buildup. If more than 1/8 inch thick, the chimney will need to be professionally cleaned.

NMLS Co. ID# 786171. These checklists do not replace a professional inspection.



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EXTERIOR

SPRING / SUMMER

COMPLETE	ITEM
	Check windows for any damage or loose putty. Clean the windows and install or replace screens.
	Check roof for missing, loose, or damaged shingles. Replace as needed.
	Check the fascia, soffit, and edge of the roof for rotting wood or flaking paint.
	Clean gutters and downspouts.
	Inspect exterior walls for peeling, cracks, loose siding, or stucco damage.
	Repair any cracks or other deterioration on the foundation.
	Check and repair steps, sidewalks, and railings.
	Treat exterior wood for splintering, decay, and insect damage.
	Check retaining walls for signs of cracks or movement due to water pressure.
	Check grading (dirt) for proper slope away from foundation walls. It should be a least six inches.
	Remove seedlings and small trees growing near foundation and in sidewalks. Remove vines clinging to the side of the home.
	Remove fallen leaves, dead plants, and lawn debris.
	Trim trees and shrubs, especially those touching the exterior.
	Keep grass cut and watered. Longer grass in the hot months will reduce need for watering.

FALL / WINTER

COMPLETE	ITEM
	Inspect windows for damage and loose putty.
	Replace deteriorated weather-stripping around doors and windows.
	Remove window air conditioning units or use weatherproof cover and seal air passage around the unit.
	Clean gutters and downspouts.
	Trim trees and shrubs. Rake and remove leaves from yard, street, and storm sewer openings.
	Shut off valve to exterior faucets and drain faucet and hose.
	Patch worn sections of the driveway and coat with sealer.
	Have septic tank professionally cleaned once every two years.
	For snowy climates, shovel sidewalks and driveways and avoid using salt to melt ice as it corrodes the concrete.
	Watch for ice dams that build up near the edge of the roof, this can ruin insulation and damage the roof. Take caution when removing.