



Maintenance Checklist

PREVENTION IS THE BEST APPROACH

“An ounce of prevention is worth a pound of cure.” Preventative maintenance is the best way to keep your house in great shape. It reduces the risk of unexpected repairs and improves the odds of selling your house at fair market value, when the time comes.

This checklist is designed to cover a variety of homes, so adjust it to your needs. We want to equip you to add value to your home, and this is a great place to start. We know that taking care of a house can be overwhelming, so we hope that this helps you break down the maintenance into manageable projects. We recommend setting reminders in your calendar to help you stay on track.

REGULAR MAINTENANCE

MONTHLY

- Check that fire extinguisher(s) are fully charged. Re-charge if necessary.
- Examine heating/cooling air filters and replace or clean as necessary.
- Ensure that gutters and downspouts are working properly.

BIANNUALLY (FALL AND SPRING)

- Examine the roof from the exterior for evidence of damage to shingles, flashings and chimneys.
- Look in the attic to check for evidence of leakage, condensation or vermin activity.
- Trim back branches and shrubs to ensure that they are not in contact with the house or roof.
- Inspect the exterior walls and foundation for evidence of damage, cracking or movement.
- Survey the basement and/or crawl space walls for evidence of moisture seepage.
- Look at any overhead wires coming to the house. They should be secure and clear of trees or other obstructions.
- Ensure that the grade of the land around the house forces water to flow away from the foundation.
- Test all ground fault circuit interrupter (GFCI) devices.
- Shut off isolating valves for exterior hose bibs in the fall if below-freezing temperatures are anticipated. After shutting off, empty the hose bib of any remaining water.
- Inspect for evidence of wood-boring insect activity. Eliminate any wood/soil contact around the perimeter of the home.
- Test the overhead garage door opener, to ensure that the auto-reverse mechanism is responding properly. Clean and lubricate hinges, rollers and tracks on overhead doors.



Highland

HOME INSPECTIONS, INC.

ANNUALLY

- Replace smoke detector batteries.
- Have the heating, cooling and water heater systems cleaned and serviced.
- Have chimneys inspected and cleaned if they are used. Ensure that rain caps and vermin screens are secured.
- If the property has a septic system, have the tank inspected (and pumped as needed – typically every 3-4 years).
- If your home is in an area prone to wood destroying insects (termites, carpenter ants, etc.), have the home inspected by a licensed specialist. Preventative treatments may be recommended in some cases.