RECOMMENDED MAINTENANCE SCHEDULE
FOR HOMEOWNERS AND HOMEOWNER ASSOCIATIONS

MAINTENANCE ITEM	PURPOSE	FREQUENCY	DIFFICULTY	DATE PERFORMED											
AIR CONDITIONER	Start twice during winter months; keeps mechanical parts from sticking.	2Y	●												
BATHROOM CAULK	Seal joints that are subject to being wetted; prevent leaks, dry rot, mold and mildew.	2Y	▲												
CERAMIC TILE GROUT	Seal grout with silicone based sealer; cracked grout should be caulked with a caulk specifically made for filling grout. Improves appearance, prevents leaks.	Y	■												
CHIMNEY CLEANING	Remove build up of tar and creosote from the flue; prevents flue fires.	Y2	◆												
DECKS	By inspecting deck surfaces for cracks in coating, loose boards and surface sealers, minor maintenance and repairs extend deck life.	Y	■												
DOORS	Vacuuming tracks and lubricating hinges and latches keeps operating parts smooth.	M/Y	●												
DRAINAGE	Keep drain from backing up and flooding during the rainy season. Make sure debris is removed from ditches and swales. Maintain positive drainage away from buildings.	Y	●												
DRYWALL (CRACKS AND NAIL POPS)	Set nails, caulk and paint. Improves appearance of finished interior wall surfaces.	Y	■												
ELECTRIC (GFI TEST)	Safety of electrical circuits. Test GFI circuits (kitchen, bath, garage and outdoor) monthly.	M	●												
FENCES (INSPECTION AND REPAIR)	Retains privacy and security. Prolongs life of fence. Wrought iron schedule is 4Y.	Y	■												
FURNACE FILTER CHANGE	Helps remove dust and pollen from interior air; improves furnace efficiency; less energy consumption.	2Y	●												
GARAGE DOOR SYSTEMS	Lubrication promotes smoother, less noisy operation; extends system life. Tighten keepers to avoid sag on one-piece doors.	2Y	●												
GARBAGE DISPOSER	Fill with ice and operate. Cleans and sharpens.	M	●												
GROUNDS	Inspect for pavement breaks, heaving sidewalks from tree roots, dry rot at decks and blockage of drainage system. Avoids more expensive repair costs.	Y	■												
GUTTERS AND DOWNSPOUTS	Prevent overflow onto walls; prevents eave leaks; extends gutter life.	2Y	●												
INSECT CONTROL	Detected and treated early will prevent structural damage; controls annoying pests. If found, treat monthly.	Y	▲◆												
IRRIGATION SPRINKLERS	Direct water spray properly. Eliminate excess watering, staining of exterior walls and dry rot of structures.	2Y	■												
ROOF INSPECTION/MAINTENANCE	Detect and correct conditions that can lead to leaks and premature roof replacement. Be sure to read Chapter Four to learn the process for inspection and repair.	Y	■◆												
SINK TRAP CLEANING	Avoid backups and plugged drains; promotes sanitation. Use only cleaners recommended by manufacturer.	4Y	●												
TRIM AND SIDING	Caulking and painting keeps system water tight; improves appearance, extends major maintenance periods; reduces chances of mold and mildew.	Y	▲												
WATER HEATER (PARTIAL DRAIN)	Extends water heater life; provides more efficient operation; uses less energy.	Y	■												
WINDOWS (TRACKS AND WEEP HOLES)	Keep windows sliding freely. Avoid water standing in tracks and potential leaks.	2Y	■												
WINDOWS (SEALS-DUAL PANE)	Appearance, broken seals reduce insulating ability. Replace when foggy.	Y	◆												

KEY

FREQUENCY:

Weekly = W

Monthly = M

Yearly = Y

Twice a year = 2Y

Four times a year = 4Y

Every two years = Y2

DIFFICULTY:

● Easy, no special skill required.

■ Some skill required.

▲ Good idea to get instruction on this item from a local home improvement store.

◆ This task should be performed only by a qualified professional.

Refer to Homeowner Maintenance Summary for additional details.