

OWNER MAINTENANCE ITEMS	MONTHLY	SPRING	SUMMER	FALL	WINTER
EXTERIOR					
Check and clean sump(s)		•		•	
Check house clearance to grade		•			
Check grades for slope/fill in low areas		•			
Check and clean window wells		•		•	
Check exterior caulking; re-caulk if necessary		•		•	
Check weatherstripping; adjust if necessary				•	
Inspect/clean exterior cladding			•		
Clean gutters and down spouts		•		•	
Clean windows		•		•	
Check roof for defects		•		•	
Check foundation for leakage or damage			•		•
Check concrete slabs for leakage or damage			•		
Apply a sealer to driveway/exterior concrete				•	
Inspect and clean chimneys flues				•	
Remove ice dams at roofs					•
Check/clean deck drains				•	•
Check/refinish wood doors & windows			•		
Remove snow at doors					•
Clean dryer vents	•				
INTERIOR					
Re-caulk showers and bathtubs if necessary		•			
Seal showers and bathtub tiles		•			•
Seal floor tile grout					
Re-caulk countertops if necessary		•			
Seal stone/marble countertops					
Lubricate door hinges		•			
Wash range hood filter					
Clean floors	As Req.				
Inspect attic					
Inspect crawl space				•	
Ventilate house	As. Req.				
PLUMBING					
Disconnect garden hoses				•	
Drain exterior taps				•	
Blow out irrigation sprinkler lines				•	
Drain and refill hot water tank					
ELECTRICAL					
Check G.F.C.I. circuits	•				
Check smoke/carbon monoxide detectors	•				
Check electrical breakers				•	
HEATING					
Clean fireplace and flue				•	
Clean / change furnace filter					•
Service heating system				•	
Clean flues				•	