

## MAINTENANCE CHECKLISTS

SPRING			
TASK	NOTES	ACTION TAKEN	
<p><b>CHECK GUTTERS</b> look for sagging; broken downspouts; bio growth; branches and other debris collecting on the roof; signs of pooling water; rot behind gutters, around connection points and downspouts</p>		<u>DATE</u>	
<p><b>CHECK WINDOWS</b> look for loose or misaligned frames, sashes, hardware, trim, and screens; deteriorated weather stripping; worn sash pulleys; peeling paint and stains; window well debris accumulation; broken, cracked, or loose glazing and putty; rotting wood</p>		<u>DATE</u>	
<p><b>CLEAN WINDOWS</b> Clean the inside and outside of windows; clean storm windows</p>		<u>DATE</u>	
<p><b>CHECK DOORS</b> look for drag marks, loose frames, doors, and screens; decayed joints and frames; locking difficulties, deteriorated weather-stripping and flashing; peeling paint and stains; cracking; cupped or damaged thresholds</p>		<u>DATE</u>	

# MAINTENANCE CHECKLISTS

SPRING			
TASK	NOTES	ACTION TAKEN	
<b>CHECK ROOF</b> look for sagging, buckling, bubbling, bio growth, evidence of leaks, missing or damaged shingles or tiles		<u>DATE</u>	
<b>CHECK WALLS</b> look for failing paint, buckling and sagging siding, misaligned or bowing walls, bio growth, insect infestation, cracks and mortar deterioration, nails popping out		<u>DATE</u>	
<b>CHECK PORCH</b> look for failing paint, bio growth, insect infestation, cracks and mortar deterioration; check that columns and piers are not shifting or settling; assess floor condition		<u>DATE</u>	
<b>CHECK FOUNDATION</b> check for damp areas, cracking and settling, misaligned walls, shifting piers, and bio growth; Look for any areas of damage/deterioration; areas of erosion around the foundation		<u>DATE</u>	

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SPRING			
TASK	NOTES	ACTION TAKEN	
<b>CHECK HVAC</b> clear debris around compressor; check electrical connections and insulation on the exterior; consider scheduling an inspection		<u>DATE</u>	
<b>CHECK PLUMBING</b> check exposed pipes for any leaking; drain hot water heater to remove sediment; check outdoor faucets for drips and leak		<u>DATE</u>	

## MAINTENANCE CHECKLISTS

FALL			
TASK	NOTES	ACTION TAKEN	
<p><b>CHECK GUTTERS</b> look for sagging; broken downspouts; bio growth; branches and other debris collecting on the roof; signs of pooling water; rot behind gutters, around connection points and downspouts</p>		<u>DATE</u>	
<p><b>CLEAN GUTTERS</b> clean gutters as needed to prevent leaf buildup</p>			
<p><b>CHECK WINDOWS</b> look for loose or misaligned frames, sashes, hardware, trim, and screens; deteriorated weather stripping; worn sash pulleys; peeling paint and stains; window well debris accumulation; broken, cracked, or loose glazing and putty; rotting wood</p>		<u>DATE</u>	
<p><b>CLEAN WINDOWS</b> Clean the inside and outside of windows; clean storm windows</p>		<u>DATE</u>	

# MAINTENANCE CHECKLISTS

FALL			
TASK	NOTES	ACTION TAKEN	
<b>CHECK DOORS</b> look for drag marks, loose frames, doors, and screens; decayed joints and frames; locking difficulties, deteriorated weather-stripping and flashing; peeling paint and stains; cracking; cupped or damaged thresholds		<u>DATE</u>	
<b>CHECK CHIMNEY</b> Look for issues with flashing, mortar deterioration, cracking, bio growth, shifting/sagging/leaning		<u>DATE</u>	

# MAINTENANCE CHECKLISTS

<b>WET SEASONS</b>	<b>DATE: _____</b>		
<b>TASK</b>	<b>NOTES</b>	<b>ACTION TAKEN</b>	
<p><b>CHECK ATTIC</b> Check for leaks, cold/warm spots, drafts, and signs of daylight</p>	<p><i>Check before, during, and after wet seasons; check after major storms</i></p>	<p><u>DATE</u></p>	
<p><b>CHECK BASEMENT/CRAWLSPACE</b> check for damp areas, settling, cracking, evidence of pests</p>	<p><i>Check before, during, and after wet seasons; check after major storms</i></p>	<p><u>DATE</u></p>	
<p><b>CHECK GUTTERS</b> look for sagging; broken downspouts; bio growth; branches and other debris collecting on the roof; signs of pooling water; rot behind gutters, around connection points and downspouts</p>		<p><u>DATE</u></p>	
<p><b>CLEAN GUTTERS</b> clean gutters as needed to prevent leaf buildup</p>		<p><u>DATE</u></p>	

# MAINTENANCE CHECKLISTS

SEASON: \_\_\_\_\_

TASK	NOTES	ACTION TAKEN	
		<u>DATE</u>	
		<u>DATE</u>	