

Welcome Home!

A HOME CARE GUIDE



Welcome Home

Welcome to the Home Care Guide by The Galante Group!

This guide will cover various aspects of home maintenance, from basic tasks to more complex issues. This comprehensive resource will help you navigate the challenges of homeownership with confidence.

As professionals in the real estate industry, we bring a wealth of collective experience to this Home Care Guide. We understand the excitement and challenges of owning a new home, and this guide is a product of our close work with new homeowners like yourself. While we have curated this resource with care and attention to detail, we must recognize that we are not licensed contractors or home maintenance experts. This guide provides valuable insights and practical tips to help you effectively maintain and care for your home. However, it's important to note that it may only cover some aspects of home maintenance comprehensively. Every home is unique, and maintenance requirements can vary based on factors such as location, climate, age of the property, and more. Therefore, while we strive to offer helpful guidance, we recommend consulting with licensed contractors or contacting your warranty representative for specific issues or concerns related to your home. Ultimately, the responsibility for maintaining your property lies with you as the homeowner. We hope you find this guide informative and helpful on your homeownership journey. *Remember, a well-maintained home is a happy home!*



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Table of Contents

FAQ'S	Pages 4-5
FLOORING	Page 6
WALLS & TRIM	Page 7
CABINETS	Page 8
GRANITE	Page 9
APPLIANCES	Pages 9-11
PLUMBING	Pages 12-13
ELECTRICAL	Page 14-15
EXTERIOR	Page 16
GUTTERS	Page 17
WINDOWS / DOORS	Page 18
TERMITES & BUGS	Page 19
DECKS & PATIOS	Page 20
DRIVEWAY	Page 21
CENTRAL AIR CONDITIONER.....	Page 21
MAINTENANCE CHECKLIST	Pages 22-23

Welcome Home

Warmest congratulations on your new home!

We are not just a guide but a team of professionals thrilled to be a part of your homeownership journey. As you settle in, you may have questions about your house. Our FAQs and Home Care

Guide should answer most of those questions. If you have any concerns about your home, please don't hesitate to contact one of us or your warranty representative. We hope that you'll enjoy many happy years here. Welcome home!

INTERIOR

LVP Flooring - Your home has LVP flooring that is "free floating" and may expand and contract based on the temperature and humidity in your home.

Dishwasher - The dishwasher is plugged into an electrical outlet under your sink. There is not an electrical switch to turn it on and off.

Smoke Alarms - The protective cover is intentionally left intact on your smoke alarm during construction to prevent dust from clogging the sensor. However, remove this cover to ensure your smoke alarm is fully operational.

Water Heater - A pan under your water heater is unnecessary if you have a slab foundation. The concrete and LVP flooring are impervious to water damage as long as it is promptly addressed.

Breakers - New breakers are highly sensitive to electrical surges and may trip easily to prevent electrical fires. If your breaker trips, flip it back on at the breaker box (located outside your home). Trips are a normal part of their operation and not a sign of a malfunction.

GFCI Outlets - Like new breakers, these can be overly sensitive when new. Resetting the breaker entirely on and off should resolve the issue.

Internet/Phone Wiring - Your home is pre-wired for internet and phone lines. You can locate these wires outside near the electrical panel.

Flush Mount Lights - The ceiling lights in your home are LED lights. Occasionally, LED lights may flicker when other items that emit voltage are in use (for example, the bathroom fan or a wireless printer).



EXTERIOR

Window Screens - Screens can be ordered from Carter Lumber. The order form is in the warranty packet.

Landscaping - Your lawn has been seeded and covered in straw. You may need to water the grass during the hottest parts of the year.

Splash Blocks - These are located under your gutter downspouts to prevent erosion. The blocks are installed backward to reduce the impact on the new grass seed. Once the grass has grown in, you may turn the blocks around.

Please refer to the Home Maintenance Checklist to ensure you do all the necessary upkeep to maintain your home. Please get in touch with the warranty company if you have any issues with the home or its systems.

Protecting Your Investment

Protecting your investment begins with proper care. This guide is a maintenance and care checklist of items you should frequently review throughout the year. It is best to reference the manufacturer's guidelines with all items in your home. Please reference those documents before beginning any maintenance projects.

FLOORING

Carpet

Proper care can help prolong your carpet's life by protecting it from daily wear and tear, dirt, stains, and spills. It is important to vacuum frequently and thoroughly to reduce build-up. Test your carpet before scrubbing, extracting, or cleaning it. All carpets are different; some are sensitive to certain cleaners and sunlight and can quickly lose color.



Laminate

Laminate flooring is highly durable and easy to care for. You can prevent minor stains by removing them quickly and easily with a damp cloth. You should clean laminate flooring regularly to prevent it from getting scratched and warped. Using harsh cleansers can create streaks or damage the laminate. See below for simple tips to care for your laminate flooring:

- Mats will help protect against abrasions in high-traffic areas with lots of dirt, such as entryways.
- Protect furniture legs with felt pads to guard against scratching
- Office chairs with wheels should use soft castors.
- Avoid areas with flower pots, vases, and near water faucets. Standing water should be avoided at all costs.

WALLS AND TRIM

Paint

When correctly applied, high-quality paint will protect and make your home look beautiful for years, although many things can ruin its appearance and durability. Like many home components, paint must be appropriately maintained and cared for. After selecting the cleaner you choose to clean your walls, testing a small area to ensure it will not cause any damage is essential. Washing the walls in your home at least once every year is recommended.



Backsplash and Wall Tiles

A backsplash is a great feature to add to your kitchen as it saves your walls from stains. It is essential to maintain your backsplash to keep that nice, shiny look frequently. Remember that each type of backsplash will require different types of maintenance. We recommend using white vinegar to clean tile backsplashes. A soft cloth will work well to wipe the tile down. Sometimes tough stains are left behind; make a paste with baking soda and water and scrub. Rinse thoroughly with clean water and use a clean cloth to dry the tile to avoid water spots.

Baseboard Moulding

Cleaning your baseboards makes a big difference and goes a long way to making a room dust-free and clean. Remember that cleaning stirs up dirt, so save the baseboards for last; that way, you do not waste time and effort cleaning the same thing twice. Remove as much dirt as possible using a vacuum with a brush attachment. Then, wipe any remaining dirt with warm water and dish soap.

CABINETS

Cabinet Doors and Drawer Fronts

- Vacuum inside your cabinet; crumbs and dust build up quickly.
- Start with warm water and dish soap. Dampen a cloth or sponge and clean thoroughly.
- When wiping the inside of the cabinet, it is essential not to let water pool; make sure your cloth is damp.
- With tough build-ups, you may use baking soda by pouring some on your washcloth or sponge. You should clean your kitchen cabinets once a week and clean the inside every few months.



Cabinet Hardware

Kitchen cabinet hardware can collect a lot of build-up over time. Remember, when you open your cabinets & drawers, you transport dirt from your fingers onto the hardware. Disassembling them from the cabinets makes it easy to clean your cabinet hardware. That way, there is no chance of missing any small details on the knobs or the back of your handles. Do not soak wooden knobs; clean them with a damp cloth.

- With a screwdriver, remove all knobs from cabinets & drawers.
- Find a bowl big enough to place the knobs in, fill with soapy water, and soak for 30 minutes.
- Using a soft-bristled toothbrush, scrub the knobs.
- Paying attention to the grooves of the knobs, work the toothbrush or cloth over the knobs removing grease and dirt.
- Allow glass and porcelain knobs to dry completely.
- Assemble knobs back onto your cabinet drawers.

Granite Countertops

Granite is a popular countertop choice because it is durable, fashionable, and low-maintenance. As natural stones can be porous, care includes the annual use of a sealer and proper cleaning.

- Blot up spills immediately.
- Using warm water and dish soap, clean your countertop.
- Rinse well with clean water and dry with a soft cloth.
- Avoid high temperatures - this will damage your stone.



APPLIANCES

Refrigerator

The refrigerator is likely the most used appliance in your kitchen and the largest energy consumer. Proper maintenance will cut your energy consumption and extend the life of your fridge.

- Clean the condenser coils in the back of the refrigerator every six months. The coils remove heat from the fridge and the freezer. When dust and dirt attach to the coils, the refrigerator works less efficiently.
- The gasket is the rubber seal that outlines the refrigerator and freezer doors. It should be cleaned periodically with a universal cleaner.
- Wipe the interior weekly with warm water.
- Use Baking Soda to deodorize your refrigerator and remove odors.
- Replace the water filter as directed by the manufacturer or at least every six months.

Oven

- Depending on how much you use your oven, you must clean it at least once and as many as four times per year.
- Remove the racks from the oven, even if you are using the unit's self-cleaning tool. The self-cleaning cycle can warp your racks.
- Soak racks in the sink for 10 minutes. Scrub the racks clean.
- Be sure to unplug your oven first if you are cleaning by hand. Remember, your oven is an electrical appliance, so be careful when handling liquids.

Stove

- Using a cloth or a sponge, apply a light-duty, nonabrasive cleaner. Apply the cleaner to the cloth/sponge rather than directly to the surface.
- If the control knobs are removable, then take off and soak to clean.
- If the knobs are not removable, you can wipe them as best as you can.



Vent Hood

Vent hoods tend to get dirty quickly, depending on how much you use your stove. It would help to wipe down the outside of your vent hood weekly.

- Surfaces should be cleaned with warm water and dish soap using a soft cloth.
- HVAC filters should be replaced every 3-6 months unless you have a stainless-steel filter. In that case, clean with dish soap and a soft cloth.
- For exposed surfaces inside and outside, a damp cloth with a degreaser should remove the grease and grime. Be careful not to get the degreaser into the exhaust fan motor or the light fixtures, as this may interrupt their normal function.
- You should clean the vent hood every few months to prevent build-up.

Microwave

Proper maintenance is essential for keeping appliances in working order. Simply following easy procedures can prolong the life of your microwave and ensure that it operates effectively and safely. Most people need to realize that food and liquid splatters can absorb energy.

- Wipe down the inside of your microwave weekly with warm water and dish soap.
- For tough-to-get spots, try heating a cup of warm water or vinegar in the microwave for 60- 90 seconds, then wipe clean. The steam should loosen any build-up.

Washer and Dryer

The washer and Dryer are two of the hardest-working appliances in your home. Therefore, you should maintain them regularly.

Washer

- A cup of vinegar run through on a warm cycle will break down mineral deposits while cleaning out any dirt in the drain. We recommend doing this monthly to keep detergent from building up.
- For a front load washer, use vinegar and warm water to wipe it down weekly to avoid mildew. Leave the door open between loads to allow it to air out.
- Wipe the outside of your washer using warm water and vinegar.

Dryer

- Clean the lint filter after each load of laundry.
- Rinse the filter monthly with warm water and use an old toothbrush to clean.
- Inspect the dryer exhaust on the house's exterior every few months to ensure it's clear of debris. Remove any dust or dirt that has built up.
- We recommend having a professional clean your dryer vent periodically.

PLUMBING

The plumbing system in your home consists of all water supply and drain lines, a septic system (if applicable), and plumbing fixtures.

How to Clean Your Drains

If you are mindful of what you put down your drains, you should only need to clear them of debris occasionally. However, we recommend you check the bathtub/shower and sink drains often because hair can clog them and cause water to drain poorly. Below are some recommended maintenance tips for your drains.

Once a Month

- Lift the drainage stoppers in the bathroom sink, remove any debris, then rinse the stopper off and put it back.
- Remove the drain cover from your shower or bathtub drain and remove any accumulated debris.

Kitchen Sink Disposal

If an object falls into the disposal, you must turn off the main breaker that supplies the power to ensure it will not turn on while you retrieve it.

- Remove the lodged object using tongs, pliers, or other appropriate tools. Use a flashlight for extra visibility, but be careful not to damage the grinder.
- Never put your hands in the disposal.
- To clean and deodorize the disposal, grind a handful of ice cubes and some table salt.

Exterior Spigots

Hose spigots are not freeze-proof. If a hose is left attached in the winter, the remaining water may freeze, expanding back into the pipe and causing it to break. Some tips to prevent pipes from freezing are:

- Let hot and cold faucets drip during periods of freezing weather.
- Close the vents and access doors to your crawlspace.
- Keep garage doors closed.
- Open your kitchen and bathroom cabinets to expose pipes to heat.

Fiberglass Shower/Tubs

- Use foam cleaners on fiberglass tubs and showers. Abrasive cleansers will remove the shiny finish, leaving a porous surface that is challenging to maintain.



Sinks

Water in the U-shaped drain trap creates a barrier that prevents sewer gases and airborne bacteria from entering your home. Run water periodically through all drains to create a constant barrier.

- Clean sinks using a nonabrasive household cleaner and a soft cloth; wipe clean and rinse thoroughly.
- Remove the drain stopper and clear out any accumulated hair or debris.

Toilets

The flush mechanism inside the toilet tank is relatively simple. A flush valve flapper and float regulate the tank's filling, and a flush valve releases water from the tank to the toilet bowl, which then closes. Individual parts may wear out and need replacing.

- Due to lower water levels, toilets may require more frequent cleaning to prevent rings.
- On occasion, the toilet may need to be flushed more than once.
- It is essential to keep a clean toilet for your health. Bacteria build-up on toilets can harm you and potentially make you ill.
- If your toilet backs up and overflows, there may be an obstruction in the line. Turn the intake valve off and plunge the toilet. If a plunger doesn't free the clog, follow your warranty instructions to contact a plumbing professional.

ELECTRICAL

Circuit Breakers

Circuit Breakers should be checked once a year.

- Turn off electrical equipment on the tested circuit. It is essential to turn off the refrigerator
- Switch each circuit breaker off and on three times.
- Turn all the breakers back on. Make sure to plug your refrigerator back in afterward.

Outlets and Switches

An outlet with a cracked or broken face or one that is loose in the wall could mean exposed electrical contacts and a potential short or a shock hazard. A receptacle with a burned or brownish appearance might be a sign of a previous short or loose connection.



Alarms

Carbon Monoxide Detector

Carbon monoxide (CO) is an odorless, colorless gas. You should have alarms on each floor of your home. Test your CO detector often by pressing the Test button to ensure it can identify the level of CO in the air. Replace the batteries yearly.

Smoke Alarm

Smoke alarms are vital to a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning to exit your home quickly. Install smoke alarms inside and outside each bedroom and sleeping area. Install alarms on every level of the house, even the basement. Interconnected smoke alarms are best; then, one alarm sounds, and they all sound. Test all smoke alarms monthly by pressing the Test button.

- Replace batteries annually in smoke detectors.
- Replace the smoke alarm every ten years.

Smoke Alarm

Smoke alarms are a key part of a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can exit your home quickly. Install smoke alarms inside and outside each bedroom and sleeping area. Install alarms on every level of the home, even the basement. Interconnected smoke alarms are best, when one alarm sounds, they all sound. Test all smoke alarms at least once a month by pressing the Test button. Smoke alarms should be placed on the ceiling or high on a wall. It is best to keep smoke alarms away from the kitchen to reduce false alarms, about 10 feet from the stove. For the hearing impaired, make sure your alarms have strobe lights. Smoke alarms should be replaced every 10 years.

Routine Test and Maintenance

- Smoke alarm is securely fastened to the wall/ceiling.
- Shows no evidence of physical damage.
- Ventilation holes on the smoke alarm are clean and free of debris.
- Smoke alarm signal sounds when the Test device is operated.

Annual Test and Maintenance

- Smoke alarm is securely fastened to the wall/ceiling.
- Shows no evidence of physical damage.
- Smoke alarm has been vacuumed.
- Ventilation holes on the smoke alarm are cleaned and free of debris.
- Smoke alarm signal sounds when the Test device is operated.
- Batteries have been replaced and securely connected to the clips.
- Battery terminals are free of corrosion and signs of leakage.

EXTERIOR

Exterior Drainage

Poor drainage is one of the number one causes of foundation damage and flooding basements. Rainwater and landscape runoff can puddle in low spots in your yard. The best thing you can do is maintain your home's exterior drainage to keep it on a solid foundation.

Septic System

A septic system is a highly efficient, self-contained, underground wastewater treatment system. Since septic systems treat and dispose of household wastewater onsite, they are often more economical than centralized sewer systems in rural areas. Septic systems are also simple in design, which makes them less expensive to install and maintain.

Maintenance

If you own a septic system, it must be appropriately maintained. How often you need to pump the solids out of your septic tank depends on three major factors:

- The number of people in your household
- The amount of wastewater generated (based on the number of people in the household and the amount of water used)
- The volume of solids in the wastewater (ex., using a garbage disposal will increase the number of solids). Although your septic tank absorption field generally does not require maintenance, you should adhere to the following rules to protect and prolong its functional life.
 - Never drive over an absorption field with a vehicle.
 - Never plant trees or shrubbery in the absorption field area (because the roots can get into the lines and plug them)
 - Never cover the absorption field with hard surfaces like concrete or asphalt. Grass is the best cover because it helps prevent erosion and remove excess water.
 - Divert surface runoff water from the roof, terraces, driveways, and other areas away from the absorption field.

Gutters

To properly serve their purpose, gutters must be clear of leaves and debris. If they are not, drain outlets will dam up, and rainwater will fill the gutters, overflow, and eventually pull them loose from the weight. You should plan to clean your gutters at least twice a year—more often if your home is in a wooded area, beneath trees, or in a region with common storms.



- Place a sturdy ladder on a firm, level base. If you need to lean an extension ladder against a gutter, protect the gutter by placing a short piece of 2x4 inside it.
- If you are comfortable working from the rooftop and your roof has a shallow pitch, this can be easier than working from a ladder. Never work on a roof in wet, icy, or windy conditions. Wear non-slip shoes; never lean over the edge or work near powerlines.
- Wear heavy work gloves to protect your hands since gutters often have sharp edges or screw points.
- It is helpful to have a bucket for collecting debris and a drop cloth for protecting areas beneath the gutter.
- Scoop out loose debris—Start at a drain outlet at the low end of a gutter, scoop out loose debris, and work away from the drain outlet.
- Blast out the gutters with a hose - using a high-pressure nozzle, wash out each length of the gutter, working toward the drain outlet.
- Clear obstructions in drainpipes - if water doesn't drain through the drainpipes freely, try flushing the debris down them with a hose. If that does not work, try using a plumber's auger (snake) to free and remove the debris.
- An easy method used by some people on low-sloped roofs is to blow dry debris out of the gutters with a leaf blower. If you use this method, wearing goggles and a dust mask is essential.

Windows and Doors

With simple care and cleaning, your windows and doors can keep their beautiful appearance for years. However, they will get dirty with time. Heavy rains often wash the vinyl clean, but sometimes, the rain is not enough.



- Wash using a mild detergent and a soft cloth. Do not clean windows or doors with high pressure; they could crack or destroy the caulking around the window/door.
- For dirt that is difficult to remove, you may need a more robust household cleaner.
- You may wish to use a mildly abrasive cleanser, but using any abrasive material could scratch the surface of the glass and window or door frame. • Do not use liquid grease remover, strong soaps or detergents containing organic solvents, nail polish remover, and furniture polish. These items could affect the surface look of the vinyl.
- For streak-free windows – use 30% white vinegar, 70% water, and a soft cloth.

Tree Inspection

As a homeowner, walking around and inspecting your yard for dead trees that could put you in danger is essential. Check for trees that may be interfering with electrical lines.

- Look for cracks and seams, especially where two branches come together. This can be a concerning structural weak spot.
- Bulges, bumps, holes, sap flow, missing bark, and animal damage can be entry points for pests to gain access and harm the tree.
- Exposed roots around the base of the tree.
- If any trees in your yard appear sick or damaged, contact an arborist for a professional assessment.

Bug and Termites

Even if you are vigilant during home-buying, termites might appear sooner or later. Many people who purchase a home think that a clean inspection means smooth sailing; however, if you do not have a termite problem when buying the home, be proactive to prevent it from happening in the future. Conducting annual inspections by a licensed pest control expert or becoming alert to termite activity yourself is invaluable. A yearly termite inspection contract with a reputable pest control company can provide peace of mind. Termites thrive in warm, moist conditions; therefore, knowing how to avoid termite damage can be critical. How will you know if your home is at risk of infestation? Some signs of infestation are:

- Termite feasting: look for buckling wood, warped wood, hollow-sounding wood, or appearance of water damage.
- Swarming: Small swarms of winged termites are looking for new places to expand their colonies. You may find wings in your home, around windowsills, light fixtures, etc.
- Dirt may be found in places it doesn't belong, such as windowsills, inside walls, baseboards, etc.
- Fecal pellets: Look for small holes in furniture or walls and watch for pellets falling out of the holes.

DECKS AND PATIOS

It's a good idea to create a routine of upkeep that will protect your deck and prevent expensive repairs. An unwashed deck or patio can form mold and mildew, which can cause rot.

- Remove debris from between deck boards.
- Clean thoroughly and let dry.
- Use a pole sander to lightly sand the deck, removing any furriness caused by washing.
- Replace any missing or popped nails/screws.
- Seal the surface with an appropriate product yearly.
- Sealing your deck requires two days of mild temperatures and clear skies.
- Use a paint roller, a garden sprayer, or a brush broom to apply the sealer or stain without letting it pool.
- Move planters, chairs, and tables occasionally to avoid discoloring the deck.



Mid-Summer: When the weather is warm and dry, it is essential to inspect your deck closely. Pay particular attention to areas within 6 inches of the ground or close to water sources.

- Look for signs of rot - check stairs and each perimeter post.
- Inspect the ledger; this is the attachment point beneath the deck connecting with your home.
- Check the remaining joists, posts, and beams - replace anything rusting.
- Check the railing - give it a good shake to be sure posts are not loose or damaged.

Early Fall: Seal your deck if you still need to do it from the spring. As long as the temperatures are mild, you are good.

- Keep corners free of leaves and debris.
- Keep nearby gutters in good repair.
- Trim bushes and trees

CONCRETE DRIVEWAYS

Concrete driveways require very little maintenance except cleaning and sealing. These are the best measures you can take to keep your concrete driveway in the best shape.

- Avoid using de-icing chemicals—these can cause surface damage. Products containing ammonium nitrates and ammonium sulfates are harmful because they attack the concrete chemically.
- Treat with care - although concrete is one of the most durable paving materials for driveway construction, the typical residential driveway isn't built to support heavy vehicles.

CENTRAL AIR CONDITIONING

Central air conditioners have two separate components: the condenser and the evaporator. Changing the air filters in your home every 30-60 days is essential. The easiest way to ensure the health of your HVAC is to have a maintenance contract with an HVAC company to examine and clean your system twice a year.

MAINTENANCE CHECKLIST / SCHEDULE

The frequency of inspection and service given in the chart is the minimum. Items may need to be checked more often or at other times due to number of occupants, types of material, local conditions, household pets, etc.

EXTERIOR

	Spring	Fall	Annually	As Required
Chimneys	*	*		
Roofs	*	*		
Gutters & Downspouts	*	*		
Eaves	*	*		
Walls	*	*		
Exposed Foundations	*	*		
Grading	*	*		
Doors & Windows	*	*		
Porches & Decks	*	*		
Garages	*	*		
Auto-Reverse Door Openers (monthly)				*
Driveways & Sidewalks	*	*		
Retaining Walls & Fences	*	*		
Trees, Shrubs & Ivy	*	*		

STRUCTURE

Foundation Walls	*	*		
Wood Framing	*	*		
Wall & Ceiling Cracks	*	*		
Door Frames	*	*		

ELECTRICAL

Main Panel			*	
Indoor Wiring			*	
Outdoor Wiring			*	

HEATING

	Spring	Fall	Annually	As Required
All Forced Air Systems		*		
All Hot Water Air Systems		*		
Electric Heat		*		
Oil Furnaces & Boilers		*		
Gas Furnaces & Boilers		*		
Wood Stoves				*

COOLING / HEAT PUMPS

Cooling / Heat Pumps	*			
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ATTICS

Attics		*		
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PLUMBING

Supply		*		
Waste			*	
Fixtures			*	
Water Heaters				*

INTERIOR

Interior	*	*		
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HOUSEHOLD PESTS

Carpenter Ants				*
Earwigs				*
Silverfish				*
Cockroaches				*
Sowbugs				*
Termites				*
Fleas				*
Mice				*
Raccoons				*

FOUNDATIONS AND BASEMENT

	Spring	Fall	Annually	As Required
Inspect for signs of termite infestation			*	
Check grading to ensure that water will drain away from the foundation			*	
Check basement for dampness and/or leakage following wet weather			*	

DOORS AND WINDOWS

Check doors, windows and trim for finish failure	*			
Check glazed openings for loose putty	*			
Check for broken glass and damaged screens	*			
Clean screens	*			
Check and lubricate window hardware	*	*		
Check weatherstripping for damage and tightness of fit	*			
Check caulking at doors, windows, and all other openings and joins between dissimilar materials (i.e. wood-masonry)	*			

EXTERIOR WALLS

Check masonry for cracks and loose joints	*			
Check painted surfaces for paint failure	*			
Check siding and trim for damage or decay	*			
Check all trim for tightness of fit	*	*		

ROOF

Check for damager or loose shingles, blistered roofing, etc.	*			
Check underside of roof where accesible for water stains or dampness	*			
Check for damaged flashing	*			
Check for damaged gutters, downspouts, hangers and strainers	*			
Clean gutters and downspouts	*	*		
Evaluate gutters, downspouts and sheet metal for repairing			*	
Evaluate roof for future replacement			*	
Chek vents, louvers, and chimney caps and housing for bird nests, etc.	*	*		
Check fascias and soffits for paint failure and decay	*			
Check antenna guy wires and upports			*	
Check masonry chimneys	*			

INTERIOR SURFACES

	Spring	Fall	Annually	As Required
Check all finished surfaces for dirt, finish failure, and required repairs	*			
Check all joins in ceramic tile, laminated plastic, and similar surfaces	*	*		
Check grouting around tubs, showers and sink	*	*		

FLOORS

Check for wear and damage, particularly where one material meets another			*	
Evaluate for replacement or refinishing			*	

ELECTRICAL SYSTEM

Check condition of lamp cords, extension cords, and plugs - replace at first sign of wear or damage	*	*		
Check areas where wiring is exposed. Replace at first sign of damage.	*	*		
If fuses blow or breakers trip frequently, call an electrician to locate the cause and make repairs				*
If you feel a light shock or tingling from touching and appliance, disconnect it and make repairs				*

HEATING AND COOLING SYSTEM

Clean or change any air filters				*
Clean dirt and dust from around furnaces, condensing unit, grilles and registers	*	*		
Have heating and cooling system checked by a qualified serviceperson	*	*		
Remove window air conditioners for winter		*		
Service humidifier and/or dehumidifier			*	

PLUMBING SYSTEM

Check faucets, hose bibbs, and flush valves for leakage				*
Check septic tank			*	
Check water heater			*	

GROUNDS AND YARD

Drain outside water lines and hoses		*		*
Clean areawells, window wells, and storm drains	*	*		*
Check driveways and sidewalks for cracks, yard for soil erosion	*			