

Home Maintenance Program

Good maintenance protects your investment, enhances comfort, extends life expectancies and reduces your costs. It makes great sense. Some homeowners do the maintenance themselves, and others get help with it.

Monthly

Smoke detectors – test to make sure they work in the event of a fire

Carbon monoxide detectors – test to make sure they work in the event of an appliance malfunction

Ground fault circuit interrupters and arc fault circuit interrupters – test to make sure they work if there is an electrical problem

Filters/air cleaners on heating and air-conditioning system – clean to reduce heating costs, improve comfort and protect the equipment

Automatic reverse mechanism on garage door openers – test to make sure no one will be injured by the door as it closes

Range hood filters – clean to maintain efficiency, reduce energy costs and minimize the risk of grease fires

Central vacuum system – empty canister and clean filter (if applicable) so system will work effectively (in some homes, this has to be done more frequently than monthly)

Quarterly

Sliding doors and windows – clean tracks and make sure drain holes are open to reduce the risk of water damage in the home

Floor drains – Check that there is water in traps to prevent sewer odors getting into the home

Heat recovery ventilator – clean or replace the filter (every two months is ideal) to ensure proper and cost effective operation

Bathroom exhaust fan – clean grill to ensure good air flow

Spring Gutters – clean to extend the life of the gutters and keep the basement/crawlspace dry

Air-conditioning system – have it serviced before turning it on – to protect the equipment

Humidifier attached to furnace – turn off and shut off the water so we don't get more humidity than we want in the summer

Humidifiers and central air conditioners – close the damper on the humidifier bypass to avoid short-circuiting the air-conditioning system

Well water – have tested by laboratory to ensure the water is safe to drink (More frequent testing may be appropriate.)

Chimneys for fireplaces and other wood-burning appliances – have inspected and swept as necessary – to reduce the risk of a chimney fire

Fall Gutters – clean to extend the life of the gutters and keep the basement/crawlspace dry

Heating system – service before turning on to protect the equipment

Gas fireplace – service with other gas appliances; include fireplace in service plan

Outdoor hose bibs – shut off unless they are frost free to prevent freezing damage to pipes

Hot water heating systems – bleed radiators to remove air so the radiators will keep the house warm

Hot water heating systems – lubricate the circulating pump as needed to extend its life

Humidifier connected to furnace – turn on and open the water supply so that the humidifier will work in the heating season

Humidifiers and central air conditioners – open the damper on the humidifier bypass to allow the humidifier to work in the heating season

Electric baseboard heaters – vacuum to remove dust to increase the efficiency and reduce the risk of fire

Sump pump – test to make sure it will operate when needed, to avoid flooding

Catch basins – test and clean out debris if needed – to make sure they will carry water away

Exterior vents – ensure vent flaps close properly to reduce heat loss and prevent pest entry

Annually

Trees and shrubs – trim back at least 3 feet from air-conditioning to allow the air-conditioning to work properly

Trees and shrubs – trim back from walls and roofs to prevent damage caused by branches rubbing against the building and to reduce the risk of pests getting into the home

Vines – trim away from wood building components
Roofing – perform annual inspection and tune-up. This helps maximize the life of roofs. (Often performed by roofer on an annual service agreement)

Bathtub and shower enclosures – check caulking and grout to prevent concealed water damage

Attic – check for evidence of pests and roof leaks to prevent infestations and water damage

Building exterior – inspect for weather tightness at siding, trim, doors, windows, wall penetrations, etc. to prevent concealed water damage

Exterior paint and stain – check and improve as needed to prevent rot in exterior wood. Pay particular attention to wood close to the ground. Wood in contact with soil is prone to rot.

Exterior grade – check that it slopes down away from the building to drain water away from, rather than toward, the foundation. This helps prevent wet basement and crawlspace problems.

Refrigerators and freezers – vacuum coils to improve efficiency and reduce cost

Fire extinguisher – check gauges to make sure they will operate if needed

Garage door hardware – lubricate to ensure the door moves freely

Garage door operator – lubricate to ensure the operator works freely and minimize the load on the electric motor

Semi-Annually

Exterior air intakes – clean to ensure that it is clear from debris that can block air from entering any mechanical equipment.

Ongoing Septic systems – set up a program for regular maintenance and inspection with a local service provider. Tanks are typically pumped out every three years.