

## Annually

### Air Conditioning System

- Have HVAC Contractor perform annual maintenance check-up.

### Attic

- Check attic vents to ensure that soffit vents are not blocked with insulation and move insulation back to its original location if there are voids on the attic floor.
- Check inside attic for signs of roof leaks. Be extremely careful not to damage or disturb electrical wiring or plumbing pipes that may be in the attic.

### Cabinets

- Check drawers and hinges for proper alignment. Tighten and adjust as needed.

### Caulking

- Recaulk all areas originally caulked by builder, especially windows and doors.

### Doors

- Check and repair or replace weather stripping on exterior doors as necessary.
- Check and tighten door hardware and lubricate as necessary.
- Tighten all bolts on garage door.

### Fireplace

- Have chimney professionally cleaned as necessary.
- Check firebox liner.

### Plumbing

- Remove water heater residue following instructions in the Plumbing Fixtures Section of the Bonded Builders Homeowners Maintenance Manual.

### Pressure Cleaning

- Clean roof tiles of mildew and dirt as necessary.
- Clean pool deck and reseal as necessary.
- Clean pavers, driveways and walks as necessary.

### Windows

- Check all windows for gaps in caulking on the exterior of the house.

- Lubricate bi-fold and by-pass doors as necessary.
- Clean sliding door track and apply silicone spray to tracks as necessary. Caution - only use a silicone lubricant; oil will cause the rollers to deteriorate. Take the necessary steps to protect adjacent flooring from the silicone, as it may discolor. Oil moving parts of the garage doors.

#### Electric

- Test and reset all GFCI (Ground Fault Circuit Interrupter) receptacles.
- Check electrical extension and appliance cords. Replace frayed or split cords.

#### Exterior Finishes

- Check for cracks and voids in exterior caulking and re-caulk as necessary. Follow the maintenance instructions contained in the painting section of the Bonded Builders Homeowners Maintenance Manual.

#### Plumbing

- Check water supply lines and valves to sinks and toilets. Tighten if loose or leaking.
- Clean out faucet aerators, spray nozzles and drains.
- Check pipes and drains for water leakage.

#### Roofing

- Visually inspect roof from ground for broken tiles or shingles and gaps in flashing.
- Contact Roofing Contractor should repairs be required.
- Check and clean gutters and down spouts, if installed.

#### Smoke Detectors

- Test detector and change the battery if needed.

#### Windows

- Check sills for caulking cracks or separations and re-caulk as necessary.
- Check weather stripping around windows and repair or replace as necessary.
- Check windows for smooth opening and closing operation. Clean tracks and lubricate as necessary, using silicone spray.
- Inspect window screens and repair or replace as necessary

## Monthly

### Air Conditioning and Heating

- Check air filters and clean or replace as necessary.
- Vacuum air supply and air return registers to remove dust and lint.

### Fire Extinguishers

- Check fire extinguishers to ensure that they are fully charged.

### Garbage Disposal

- Clean disposal blades by grinding ice cubes. Freshen it with baking soda and by grinding up citrus fruit rinds.

### Interior Caulking

- Check for cracks or separations in caulking around sinks, bathtubs, toilets, faucets, countertops and black splashes, ceramic tile walls, ceramic floors, window sills, and any other areas originally caulked by your builder. To repair these areas, use an appropriate caulking compound and follow the caulking instructions in the relevant sections of the Bonded Builders Homeowners Maintenance Manual.

### Range Hood Fan

- Clean or replace dirty filter.

### Smoke Detector

- Test smoke detectors.
- Clean and/or vacuum.

## Every Six Months

### Air Conditioning System

- Have HVAC Contractor perform seasonal maintenance check-up.
- Ensure that air supply registers are not blocked by rugs, draperies and furniture.

### Cabinets

- Clean and apply a light coat of wax to wood finish cabinets.

### Caulking

- Check all areas originally caulked by the builder, especially windows and doors.

### Doors

- Check screws on door lock set and hardware and tighten as necessary.

# Maintenance Checklists For Your New Home

## After you move in

### Bathrooms & Main Floors

- Apply grout sealer to ceramic tile grout if you wish to give the grout additional protection against discoloration from spills and stains.

### Electric

- Locate the main circuit breaker in the electric panel box and show family members how to turn it off in case of emergency.

### Fire Extinguisher

- Purchase a general purpose fire extinguisher for each floor of the home plus one small kitchen extinguisher in case of grease fires. Demonstrate proper usage to family members in case of an emergency.

### First Aid Kit

- Keep first aid materials and a book on first aid procedures in an accessible location.

### Flooring

- Attach furniture protectors underneath furniture legs to protect floor finishes

### Household Tools

- Acquire basic tools to help you with normal home maintenance chores, including: pliers, adjustable wrench, flat-blade and Phillips-head screwdrivers, claw hammer, hand saw, tape measure, caulk and caulking gun, putty knife, paint roller and brush, power drill and drill bits, assorted nails, brads, screws, nuts, bolts, sandpaper, utility knife, toilet plunger, flashlight and batteries.

### Landscaping

- Review and implement recommendations in the Landscaping and Grading Section of the Bonded Builders Homeowners Maintenance Manual.

### Plumbing

- Locate the main water line shut-off valve and all individual plumbing fixture valves and show all family members how to close them in case of a plumbing emergency