

HOME MAINTENANCE SCHEDULE

COURTESY OF YOUR NEIGHBORS AT CAPITAL AREA HOUSING PARTNERSHIP

Use this checklist to maintain and keep your home in tip-top shape. When in doubt, reach out to a qualified professional for help.



QUARTERLY CHECKLIST

| PLUMBING | | DATE LAST COMPLETED | | | |
|---------------------------------|---|---------------------|--|--|--|
| FAUCETS & SHOWER HEADS | Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary. | | | | |
| DRAINS | Clean with baking soda. Pour water down unused drains. | | | | |
| PIPES | Inspect visible pipes for leaks. | | | | |
| KITCHEN & BATHROOM CABINETS | Check under and around for leaks. | | | | |
| TOILETS | Check for stability and leaks. | | | | |
| WATER HEATER | Check area around water heater for leaks. If you have hard water, drain 1-2 gallons of water. | | | | |
| INTERIOR | | | | | |
| INTERIOR DOORS | Lubricate hinges. | | | | |
| GARAGE DOOR | Lubricate hardware. Inspect mechanism for free travel. | | | | |
| WINDOWS AND DOOR TRACKS | Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches. | | | | |
| BASEMENT OR CRAWL SPACE | Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or insects. | | | | |
| FLOORS | Check for warping. Check and clean grout for ceramic floors. | | | | |
| ELECTRICAL & APPLIANCES | | | | | |
| HEATING & COOLING SYSTEMS | Clean and replace filters if necessary. | | | | |
| KITCHEN EXHAUST FAN | Remove and clean the filter. Clean accumulated grease deposits from fan. | | | | |
| REFRIGERATOR | Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary. | | | | |
| DISHWASHER | Check for leaks. Check and clean filter. | | | | |
| WIRING, ELECTRICAL CORDS, PLUGS | Check for wear or damage. Repair or replace if necessary. | | | | |
| SMOKE DETECTORS | Test for proper operation and replace batteries if necessary. | | | | |
| GFI OUTLETS | Test for proper operation. | | | | |
| EXTERIOR | | | | | |
| FOUNDATION | Inspect visible area, vents, and ducts for cracks, leaks, or blockages. | | | | |
| LANDSCAPING | Check for proper drainage. | | | | |
| CONCRETE & ASPHALT | Check for cracks. Clean oil and grease. | | | | |
| FALL CHECKLIST | | | | | |
| PLUMBING | | | | | |
| PLUMBING SHUT-OFF VALVES | Inspect for proper operation. | | | | |
| OUTSIDE FAUCETS | Drain. | | | | |
| WATER HEATER | Flush out hot water to remove accumulated sediment. | | | | |
| FAUCET AERATORS | Check for proper water flow. If flow is reduced, clean aerators. | | | | |

Capital Area Housing Partnership is a 501(c)(3) nonprofit organization and HUD-approved Housing Counseling Agency with a mission of developing strong, diverse neighborhoods focusing on affordable housing, homeownership, and financial security in mid-Michigan.



FALL CHECKLIST CONTINUED

| INTERIOR | | DATE LAST COMPLETED | | | |
|------------------------------------|---|----------------------------|--|--|--|
| ATTIC | Inspect for evidence of leaks. Check insulation. Look for signs of pests. Ensure proper ventilation. | | | | |
| COUNTERTOPS | Inspect for separations at sinks and backsplash. Re-caulk where required. | | | | |
| TILED AREAS | Inspect for loose or missing grout or caulking. Re-grout or re-caulk if necessary. | | | | |
| SHOWER DOORS & TUB | Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary. | | | | |
| WEATHER STRIPPING | Check caulking around windows & doors. Check window & door screens. Adjust or replace if necessary. | | | | |
| GARAGE DOORS | Adjust the travel and tension if needed. | | | | |
| FIREPLACE | Inspect flues. Clean if necessary. Inspect brick or mortar for cracks and damage. | | | | |
| ELECTRICAL & APPLIANCES | | | | | |
| HEATING SYSTEM | Service heating system and heat pump. | | | | |
| COOLING SYSTEM | Remove debris around units and clean. Remove window air conditioner. Clean & replace filters. | | | | |
| REFRIGERATOR COILS | Clean. | | | | |
| COMBUSTIBLE APPLIANCES | Inspect and service if necessary. | | | | |
| EXTERIOR | | | | | |
| ROOF | Check for leaks, damage, loose, or missing shingles. Check vents for pests. Check flashing for leaks. | | | | |
| CHIMNEY | Clean and check for deteriorating bricks and mortar. Check for leaks and pests. | | | | |
| GUTTERS & DOWNSPOUTS | Clean and check for leaks, misalignment, or damage. | | | | |
| EXTERIOR WALLS | Check for damaged siding or deteriorating bricks and mortar. Check painted services for flaking. | | | | |
| LANDSCAPING | Trim shrubbery. Remove debris, tree limbs, etc. Maintain grading. | | | | |
| CONCRETE & ASPHALT | Check for cracks or deterioration. Reseal and repair if necessary. | | | | |
| SEPTIC SYSTEM | Examine septic drain field for flooding and odor. Have tank pumped as necessary. | | | | |
| LAWN & PATIO FURNITURE | Clean and store or cover with weatherproof material. | | | | |
| SPRING CHECKLIST | | | | | |
| PLUMBING | | | | | |
| WATER HEATER | Flush out hot water to remove accumulated sediment. | | | | |
| INTERIOR | | | | | |
| ATTIC | Check for evidence of leaks. Check insulation. Check for signs of pests. Ensure proper ventilation. | | | | |
| COUNTERTOPS | Inspect for separations at sinks and backsplash. Re-caulk where required. | | | | |
| TILED AREAS | Inspect for loose or missing grout or caulking. Re-grout or re-caulk if necessary. | | | | |
| SHOWER DOORS & TUB | Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary. | | | | |
| WEATHER STRIPPING | Check caulking around windows & doors. Check window & door screens. Adjust or replace if necessary. | | | | |
| ELECTRICAL & APPLIANCES | | | | | |
| HEATING & COOLING SYSTEMS | General furnace inspection. Check for rust, scaling on heat exchanger, & proper flame color. Check venting. | | | | |
| CIRCUIT BREAKERS | Exercise. | | | | |
| REFRIGERATOR | Clean coils. | | | | |
| EXTERIOR | | | | | |
| DECKS & SIDING | Scrub mildewed areas and treat water stains, mildew, and fungus. | | | | |
| ROOF | Check for leaks, damage, loose, or missing shingles. Check vents for pests. Check flashing for leaks. | | | | |