

# HOME MAINTENANCE SCHEDULE

COURTESY OF YOUR NEIGHBORS AT CAPITAL AREA HOUSING PARTNERSHIP

Use our 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.

(continued on reverse side)

CAPITAL AREA HOUSING PARTNERSHIP | CAPITALAREAHOUSING.ORG | (517) 332-HOME



**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.				
<b>SPRING CHECKLIST</b>					
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.				