

Home Maintenance Schedule

presented by **Crossroads Home Inspections**



All repairs and scheduled services should be performed by a qualified contractor that specializes in that field. When servicing or maintaining appliances all owner manuals should be reviewed prior to work.

Quarterly/As Needed		Date last completed			
Plumbing					
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.				
Drains	Clean with baking soda & vinegar. Pour water down unused drains.				
Pipes	Inspect visible pipes for leaks.				
Kitchen and bathroom cabinets	Check under and around for leaks.				
Toilets	Check for stability and leaks.				
Water heater	Check area around water heater for leaks. Flush water heater to remove accumulated sediment according to owners manual.				
Sump Pump & Ejection Pit	Check monthly or as needed.				
Interior					
Wood cabinets and trim	Apply a wood protectant.				
Interior doors	Lubricate hinges.				
Garage door	Lubricate hardware. Inspect mechanism for free travel. Perform monthly testing.				
Window 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 wood-eating insects.				
Ceramic tile	Check and clean grout. Check for loose tiles.				
Electrical and appliances					
Heating and cooling systems	Clean and replace filters as necessary.				
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the exhaust fan.				
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.				
Dishwasher	Check for leaks.				
Outlets & Light Switches	Check for wear, loose or damage. Replace if necessary.				
Smoke detector & CO detector	Test for proper operation and replace batteries and detectors and/or if necessary.				
GFCI outlets	Test for proper operation.				
Exterior					
Foundation	Inspect visible areas for cracks, heaving, displacement. Seal with proper material				
Landscaping	Check for proper drainage. Keep vegetation down off of siding and 12" away from siding.				
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary. Clean oil and grease.				

Fall		Date last completed			
Plumbing					
Plumbing shut-off valves	Inspect for proper function and leaks.				
Outside faucets	Drain spigot. Disconnect garden hose(s). Drain sprinkler system if present.				
Water heater	Flush water heater to remove accumulated sediment according to owners manual.				
Faucets	Check for proper flow of water and leaks. If the flow is reduced, clean the aerator screens.				
Interior					
Attic	Look for evidence of any leaks. Check level of insulation and rake out any paths created by contractors. Check for evidence of birds, squirrels, raccoons, etc. Clear vents of debris. Check turben vents and house and attic fans for functionality.				
Stairs & Railings	Check for loose railings, balusters.				
Tiled areas	Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.				
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.				
Weather stripping / Caulking	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.				
Sectional garage doors	Adjust the travel and tension according to owner manual.				
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage. Check fireplace cap/damper for proper functioning.				
Electrical and appliances					
Heating system	Have HVAC system serviced.				
Cooling system	Remove debris from around units and clean with garden hose. Protect exterior unit only if it is not a heat pump system. Clean and replace filters if necessary.				
Refrigerator coils	Clean coils if necessary and replace any water filters if present.				
Electrical	Check for loose outlets or switches and properly functioning GFCI circuits.				
Smoke detector & CO detector	Test for proper operation and replace batteries and detectors and/or if necessary.				
Exterior					
Roof	Check for leaks. Check for damaged, loose, blistered or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, wall/roof connections and skylights for leaks.				
Chimney	Clean and check for deteriorating bricks/mortar and chimney cap. Check for leaks. Check for birds, nests, squirrels, and insects. Check and secure cap if necessary.				
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.				
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.				
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 12 inches to your house). Maintain grading.				
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.				
Septic system	Examine septic system drain field for flooding and odor. Have tank pumped if needed.				
Doors & Windows	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches. Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.				

Spring		Date last completed			
Plumbing					
Water heater	Flush water heater to remove accumulated sediment according to owners manual.				
Sump Pump & Ejection Pit	Test monthly or as needed.				
Interior					
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.				
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.				
Tiled areas	Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.				
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.				
Weather stripping / Caulking	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.				
Stairs & Railings	Check for loose railings, balusters.				
Electrical and appliances					
Heating and cooling system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.				
Circuit breakers	Exercise.				
Refrigerator	Clean coils if necessary and replace any water filters if present.				
Smoke detector & CO detector	Test for proper operation and replace batteries and detectors and/or if necessary.				
Exterior					
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.				
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.				
Chimney	Clean and check for deteriorating bricks and mortar. Check for leaks. Check for birds, nests, squirrels, and insects.				
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.				
Windows	Clean.				
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.				
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 12 inches to your house). Maintain grading.				
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.				