

Home Maintenance Worksheet

Maintaining your home is an important responsibility as a homeowner and can prevent costly problems from arising, make mechanical systems last longer and have a positive impact on your home's value. Use the following worksheet to help you identify any home maintenance issues and repair them before they become more problematic and potentially more expensive.

Spring/Summer Maintenance:	
Clean gutters and downspouts	
Inspect roof	
Check foundation, driveway, sidewalks, walkways for cracks and repair as necessary	
Inspect exterior for peeling paint, dry-rotted caulk – repaint and caulk	
Inspect attic, roof, and eaves for water damage, as well as for proper ventilation; open attic vents	
Service heating and air conditioning units and replace filters; replace or clean furnace filter	
Clean stove hood, grease traps, dryer vents, room fans and stove burners	
Replace faulty seals on refrigerator, clean coils	
Inspect basement for dampness and seal appropriately	
Replace seals and washers on leaky faucets	
Change batteries in smoke, fire, and carbon monoxide detectors	
Check and replace dry-rotted weather stripping for all doors and windows	
Remove and clean storm windows	
Clean screens for windows and doors, replace if necessary	
Fall/Winter Maintenance:	
Professionally clean chimney and flue	
Clean gutters and downspouts, seal leak in gutter seams	
Remove window air conditioners	
Inspect sump pump	
Remove wasp nests, inspect for termites and wood rot	
Remove window and door screens – clean before storing	
Check storm windows – clean and repair before installing	
Drain and turn off outside faucets if in region with very cold winters	
Check insulation and replace if necessary	
Clean humidifier	
Clean fireplace	
Service heating and cooling systems	
Repair any plumbing leaks	
Oil door locks – this is especially important in regions with very cold winters	
Change batteries in smoke, fire, and carbon monoxide detectors	