**Homeowner Maintenance Checklist**

Annual:

* Check attic, basement, crawl spaces for any signs of leaks, moisture, or infestation issues
* Clean exterior siding, decking, and other structures and touch up/repair as needed
* Make sure all bolts are tight on garage doors and that chains are not loose
* Turn off power/gas and drain hot water heater as directed by manufacturer
* Have a licensed HVAC contractor perform an annual maintenance check, including cleaning coils, testing safety devices and checking combustion devices

Spring:

* Check condition of glazing compound, caulking, and exterior paint
* Check window tracks for proper dry lubrication and clean weepholes on all window/door sliders
* Exchange glass and screens in storm doors and windows
* Pull out & clean around kitchen appliances and check for any damage or leaks
* Inspect roof for snow damage and repair if necessary
* Check interior paint & touch up if necessary
* Clean out gutters and inspect for damage
* Seed and feed lawn, plant annuals

Summer:

* Check cords and plugs of all electrical appliances for wear and have repaired/replaced if necessary
* Test and reset all GFCI (Ground Fault Circuit Interruptor) & ARC fault breakers and/or outlets
* Check alarm and circuits of security system, inspect sensors and check all primary/backup batteries every month.
* Clean and apply a light coat of wax to wood cabinets and check handles and doors
* Check all water supply lines, drains, and valves for leaks and tighten/repair as needed
* Clean out garage drain pit to ensure proper drainage
* Check washer and dryer vents for blockage and run bleach through washer to eliminate buildup and mold

Autumn:

* Prune perennials
* Rake and compost leaves
* Remove hose connections and store hose to avoid freezing
* Clean all window tracks, clean and adjust door thresholds, and check weatherstripping on windows and doors
* Check exterior for cracks and openings around penetrations and caulk as needed
* Check attic insulation for proper coverage – insulation should not touch the underside of roof sheathing
* Check all eaves/vents to make sure they are clear from obstruction and allow for proper ventilation
* Have sprinkler system blown out by a professional
* Cover A/C unit when not in use

Winter:

* Keep driveways, walks, and steps free of ice and snow to avoid damage
* Remove hose connections and store hose to avoid freezing
* Replace heating air filter every 3 months when in use
* Clean out faucet aerators, spray nozzles, shower heads and check drains for buildup

Monthly/Regularly:

* Vacuum return grills on HVAC system and check/clean air filters. Replace every 3 months.
* Check range hood vent filter and clean/replace if necessary
* Test smoke detectors, carbon monoxide detectors, and radon detectors. Clean the unit and filter and replace batteries and bulbs when necessary

**How to fix scratches in composite decking:**

*Allow scratches to fade normally; after time and weather take their toll on the scratch, it should fade and be less noticeable.*

*Hold a heat gun no closer than 7 inches to the scratched surface of the decking. Use a wire brush to scrape in the same direction of the grain while using a heat gun on the area. The heat gun softens the decking so brushing can blend the scratch into the decking. The brushing will bring on a color change as the non-weathered surface is exposed. Allow the brushed surface to fade naturally in the weather and sun.*

*Replace boards if the scratches are deep gouges and cannot be brushed or faded out.*

Instructions:

1. Spray the affected area with your garden hose to remove any dirt or debris from inside the scratches. Use a soft bristled brush to remove dirt from deep scratches.

2. Put on protective gear such as goggles and work gloves before you mix oxalic or phosphoric acid containing cleanser. Mix the cleanser according to the package instructions.

3. Apply the cleanser to the Trex decking, concentrating on the scratched area. Agitate the solution with a soft bristled brush and allow the solution to work for a few minutes.

4. Rinse the area thoroughly with fresh water.

*\*Look for oxalic or phosphoric acid containing cleanser, usually marked as a brightener, in home improvement supply stores.*

**Homeowner’s Maintenance Record**

Area: Dates Checked/Repaired Remarks:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Appliances: |  |  |  |  |
| Ranges, ovens, broilers - controls,  heating elements, pilots, valves, etc. |  |  |  |  |
| Small appliance cords & plugs |  |  |  |  |
| Smoke alarms |  |  |  |  |
| Security system |  |  |  |  |
| Fire extinguisher |  |  |  |  |
| Washer/ dryer vents & connections |  |  |  |  |
| Attic: |  |  |  |  |
| Louvers and vents |  |  |  |  |
| Insulation |  |  |  |  |
| Inside roof sheathing |  |  |  |  |
| Electrical wiring |  |  |  |  |
| Basement: |  |  |  |  |
| Masonry joints and surfaces |  |  |  |  |
| Flooring |  |  |  |  |
| Stairs |  |  |  |  |
| Insulation |  |  |  |  |
| Plumbing: |  |  |  |  |
| Tub, sink, shower surfaces |  |  |  |  |
| Caulking |  |  |  |  |
| Grouting |  |  |  |  |
| Faucets and fixtures |  |  |  |  |
| Pipe connections |  |  |  |  |
| Drains |  |  |  |  |
| Aerators |  |  |  |  |
| Water Heater: |  |  |  |  |
| Pressure relief valve |  |  |  |  |
| Mineral deposits |  |  |  |  |
| Temperature settings |  |  |  |  |
| HVAC: |  |  |  |  |
| Humidifier/De-Humidifier |  |  |  |  |
| Filters |  |  |  |  |
| Air registers and returns |  |  |  |  |
| Ducts and dampers |  |  |  |  |
| Thermostat |  |  |  |  |
| Blower fan\* |  |  |  |  |
| Burners\* |  |  |  |  |
| Motor\* |  |  |  |  |
| Pilot\* |  |  |  |  |
| Gas line\* |  |  |  |  |
| Refrigerant\* |  |  |  |  |
| Electrical: |  |  |  |  |
| Service entrance |  |  |  |  |
| Circuit breakers |  |  |  |  |
| Outlets and switches |  |  |  |  |
| Fixtures |  |  |  |  |
| Light bulbs |  |  |  |  |
| Interior Surfaces: |  |  |  |  |
| Ceilings |  |  |  |  |
| Walls |  |  |  |  |
| Floors |  |  |  |  |
| Trim and molding |  |  |  |  |
| Windows and Doors: |  |  |  |  |
| Caulking |  |  |  |  |
| Thresholds |  |  |  |  |
| Hinges, handles, locks |  |  |  |  |
| Painted surfaces |  |  |  |  |
| Tracks and rollers |  |  |  |  |
| Weatherstripping |  |  |  |  |
| Exterior Surfaces: |  |  |  |  |
| Masonry |  |  |  |  |
| Siding |  |  |  |  |
| Trim and molding |  |  |  |  |
| Foundation & Concrete: |  |  |  |  |
| Masonry joints and surfaces |  |  |  |  |
| Drainage |  |  |  |  |
| Deck, porch, patio |  |  |  |  |
| Driveway |  |  |  |  |
| Sidewalks and steps |  |  |  |  |
| Landscaping: |  |  |  |  |
| Lawn |  |  |  |  |
| Trees, shrubs, and other plants |  |  |  |  |
| Grades |  |  |  |  |
| Drains |  |  |  |  |
| Miscellaneous: |  |  |  |  |
| Walls, fences, gates |  |  |  |  |
| Recreation equipment |  |  |  |  |
| Septic tank |  |  |  |  |
| Address identification |  |  |  |  |
| Mailbox |  |  |  |  |
| Utility entrance and meters |  |  |  |  |
| Roof: |  |  |  |  |
| Roofing material |  |  |  |  |
| Flashing |  |  |  |  |
| Vents |  |  |  |  |
| Gutters and downspouts |  |  |  |  |
| Exterior Windows & Doors: |  |  |  |  |
| Caulking |  |  |  |  |
| Glazing |  |  |  |  |
| Screens |  |  |  |  |
| Storm windows and doors |  |  |  |  |
| Shutters |  |  |  |  |
| Skylights |  |  |  |  |
| Weatherstripping |  |  |  |  |