



## Always Prepared with the Inspect-It 1<sup>st</sup> Home Maintenance Checklist

<b>Inspect-It As Needed</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Leaky Faucets		
	Slow Running Drains		
	Fireplace Damper		
	Septic tank to be cleaned every two years		
	Landscaping around air conditioning units		
	Bush & Tree trimming, especially those close to the home		
<b>Inspect-It Monthly</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Test smoke, fire and security alarms for proper operation		
	Air conditioner and Furnace filters, clean or replace		
	Basement and crawl spaces for moisture or water damage		
	Water filtration and conditioning systems, replace filters as needed		
	Door and window hardware, loose and/or worn parts, broken glass or missing screens		
	Water heater for leaks, corrosion		
	Garage door openers for proper operation		
<b>Inspect-It In The SPRING</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Replace batteries in smoke, fire and security alarms		
	Touch up exterior paint items		
	Foundation for cracks, settlement and water penetration		
	Chimney for loose, deteriorating or missing mortar		
	Chimney & Fireplace opening for clearance		
	Attic and foundation vent screens for damage		
	Gutters and Downspouts for debris or damage		
	Roof for loose, missing or damaged shingles		
	Soffit & Fascia for deterioration or damage		
	Lawn Sprinkler system for leaky valves or exposed lines		
	Set timers on outdoor lighting, pool filter and lawn sprinklers		
	Check/test well water quality for safe drinking		
	Perform appropriate pest control and lawn fertilization		
	Paint interior where needed		
	Clean exterior windows		
	Air conditioner serviced by a trained & certified technician		

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<b>Inspect-It In The SUMMER</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Doors and windows for cracked, loose or missing caulk		
	Doors for cracked or missing weather-stripping		
	Appliance hose and drain lines, vents and exhaust systems		
	Lubricate door hinges and locks		
	Oil garage door as described in owners manual		
	Power wash driveway, decks. Paint or seal where necessary		
	Outdoor drainage and wash-ways for proper water runoff		
	Caulking around bathtubs, showers, sinks and toilets		
	Wood decking, for cracking, peeling, warping		
	Perform appropriate pest control and lawn fertilization		
<b>Inspect-It In The FALL</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Replace batteries in smoke, fire and security alarms		
	Foundation for cracks, settlement and water penetration		
	Gutters and Downspouts for debris or damage		
	Roof for loose, missing or damaged shingles		
	Soffit & Fascia for deterioration or damage		
	Drain lawn sprinkler system and turn off timers		
	Clean sliding glass door track and treads		
	Clean exterior windows		
	Perform appropriate pest control and lawn fertilization		
	Furnace serviced by a trained & certified technician		
<b>Inspect-It In The WINTER</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Check lamp cords, extension cords for damage and wear		
	Check all tile joints for adequate grout		
	Check circuit breakers and Ground Fault Indicators for proper functioning		
	Recharge fire extinguishers		
	Test for carbon monoxide leakage		
	Appliances – check operations manual for maintenance tips		
<b>Inspect-It Know Where To Find It</b>			
	<b>Items To Be Inspected</b>	<b>Date</b>	<b>Condition</b>
	Gas, electric and water main shut-off valves		
	Ground fault indicator reset switches		
	Circuit Breaker Box – clearly label each breaker		

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<b>Inspect-It Before Vacationing for Short Periods</b>			
	Items To Be Inspected	Date	Condition
	<b>Plumbing, Your Number One Concern</b>		
	<b>Consider turning off the main water supply line to the home.</b>		
	Main supply lines are located in the basement, garage or on the side of the home, depending on the climate in which you live. Do not impede the ability for sprinkler systems to function, or other water devices (like water softeners) you may have, if they are run on a timer or set schedule system. If the sprinkler system does not have its own shut-off valve, consider having one installed by a certified, licensed plumbing professional. If the valve is rusty, or does not turn easily, test it in the off position a few days before you leave for vacation to ensure it does not leak. Undetected leaks are the worst type of problem to return to, so test these valves in advance, not the day you intend to depart for your vacation. Any leaks should be repaired as soon as they are discovered to avoid the possibility of a huge repair bill, that can result from a water intrusion incident.		
	<b>Operating Units, Air Conditioning &amp; Heating</b>		
	Depending on the time of year, you may be using your central air conditioning or heating/forced air system. Use common sense when deciding how to address this concern		
	If the <u>air conditioning</u> system is being used, set the thermostat to off or up to 85° to minimize how often it will be running while you are not home. Excessive heat is to be avoided at all cost.		
	If the <u>heating</u> system is being used, set the thermostat to off or down to 60° to minimize how often it will be running while you are not home. Excessive cold, which could lead to frozen pipes is to be avoided at all cost.		
	<b>Security, Give The Home A Lived In Look</b>		
	Consider installing a standard lamp timer(s) to turn lamps on and off at set times or intervals. From the street-side view it looks like you are home since the house is lit for a few hours each night		
	Have the daily newspaper stopped or picked up by a neighbor		
	Have the grass mowed at least once each week while away		
	Have the mail held at the Post Office until a few days after returning		
	Ensure all windows and doors are shut and properly locked		
	Remove all garbage and refuse from the home to avoid pest invasion		
	Ask a neighbor, family member or friend look in occasionally		
	Ask a neighbor, family member or friend to take the garbage to the curb for weekly pickup and return the can when empty		

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