



Recommended Homeowner Maintenance Schedule

Item	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually
Air Filter-HVAC System	Replace				
Caulking – Exterior (entrances & windows)			Inspect		
Caulking – Interior (wet areas)			Inspect / Replace		
Clothes Dryer Lint Duct & Filter				Clean Out Vent	
Condensation Line – HVAC	Inspect				
Exterior Drainage				Inspect	
Faucet Aerator			Clean		
Fireplace Flue/Chimney				Inspect / Clean	
Front Door Finish Metal	Clean				Repaint
Garage Doors			Lubricate	Lubricate / Inspect	
Garbage Disposal	Flush / Clean				
Gutters/Downspouts			Inspect / Clean		
HVAC System Check *				Inspect	
Plumbing Drains			Inspect / Clean		
Range Hood Fan Filter		Clean			
Screens (doors & windows)			Inspect	Inspect / Clean	
Smoke Detectors	Test				
Water Heater				Flush	
Weep Holes				Inspect / Clean	

* Call a Licensed HVAC Contractor to service your Air Conditioning and Heating system at least once a year!