

GENERAL MAINTENANCE CHECKLIST

QUARTERLY		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. 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.				
Interior					
Interior Doors	Lubricate hinges.				
Window and Door Tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.				
Ceramic Tile	Check and clean grout.				
Electrical and Appliances					
Kitchen Exhaust Fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.				
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.				
Dishwasher	Check for leaks.				
Wiring and Plugs	Check for wear or damage. Replace if necessary.				
Smoke Detector	Test for proper operation and replace batteries if necessary.				
GFI Outlets	Test for proper operation.				
FALL		DATE LAST COMPLETED			
Plumbing					
Plumbing Shut-Off Valves Faucet Aerators	Inspect for proper operation. <small>Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.</small>				
Interior					
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 and Tub Enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.				
Weather Stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.				
Electrical and Appliances					
Refrigerator Coils	Clean.				
SPRING		DATE LAST COMPLETED			
Interior					
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 and Tub Enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.				
Weather Stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.				
Electrical and Appliances					
Circuit breakers	Exercise.				
Refrigerator	Clean coils.				
Exterior					
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus.				