

**Checklists are general guidelines, only.
 Refer to owners' manuals for specific recommendations and procedures.**

(Check off when completed)

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Quarterly Checklist Items:

Summer Fall Winter Spring

Clean & flush water heater. Removing sediment from tank bottom should extend service life of unit.				
Test all smoke and carbon monoxide detectors.				
Change furnace filter to help maintain unit efficiency and cleanliness.				
Test GFCI outlets with test buttons. Replace outlets that do not trip as they are possible hazards.				
Test garage door safety reversing systems (Electric eye, if applicable, & pressure sensitivity)				
Check fire extinguishers for content, safety pin integrity and other physical damage.				
Replace and/or refill fire extinguishers following manufacturer recommendations				
Check water softener salt. Add salt if necessary. If necessary, remove salt bridge.				
Replace water filtration cartridges in all systems -whole house system, sinks, refrigerator,etc.				

Annual Checklist Items:

Year: _____

Enter Date completed

Contact a licensed HVAC contractor for annual cleaning & inspection of furnace, heat exchanger, air conditioner, humidifier, etc. Takes notes for any ongoing specific maintenance requirements. Keep all receipts.	
Check all exterior vented flues, dryer vents and fresh air vents for condition, obstructions, damage, loose, missing/corroded parts, etc. Replace/repair as necessary (Consult with HVAC tech during annual service call)	
Operate/exercise all water supply valves. Turn off & drain outside valves in the fall to protect against freezing.	
Clean & check gutters for proper slope. Check downspouts/extensions for security of joint & house attachments. Ensure water routes a minimum 5-10 ft from foundation. Test buried drains for function & flow.	
Check all windows & doors for proper operation/binding, weatherstripping, damage/broken/cracked glass, etc. See our Sept 2005 newsletter "Choosing Insulation" at www.phi.bz for weatherstripping/insulation ideas.	
Check plumbing fixtures & piping for security, leaks and/or damage. Ensure secure attachment of toilet to bathroom floor. Monitor/repair as necessary.	
Check all walking & driving surfaces for open joints, settling, cracks, spalling, etc. To reduce settling potential, seal surfaces at cracks and/or where they meet stoop/structure. Ensure walking surface has proper sub support.	
Check siding, fascia & trim for damage, loose, missing parts. Check for signs of past/present leakage. Ideally, the siding is 6-8 inches above the ground, 12-15 inches from plants/shrubs. Check for decay, paint peeling, etc.	
Check roof for loose, damaged and/or missing surfaces. Check areas requiring flashing such as: plumbing vents, roof vents, sky lights, for cracked/missing flashing. Check asphalt and/or caulk for cracks/integrity. Trim trees away from roof. Ensure no rubbing of roof surfaces. Ensure no changes to overall flatness of roof deck.	
Check grounds adjacent to structure for erosion, lack of proper grade slope. Proper grade slope should be 5-10 ft 1/2" to 1" per foot away from structure. Check retaining walls for movement, erosion, leaning, settling, etc.	
Check window wells for 8-10" of granule fill & plant infestation. Remove debris from window well.	
Check for bug infestation, especially below areas prone to moisture such as below water spigot outlets.	

Retain maintenance logs with manuals, receipts, pictures, etc. to verify house maintenance and/or upkeep.

Questions? Go to www.phi.bz , click "Post Inspection Support" , then email your question.