



# Home Maintenance:

*Tips on How to Keep Your House in Working Order*

Please post in a visible location in your home or garage.

Equal Opportunity Housing Agency and Equal Opportunity, Affirmative Action Employer.

## Exterior

Category	Alert	Task	When
Yard		Fertilize the grass.	
		Water trees, plants and grass early in morning or late in evening to prevent evaporation.	
		Rake leaves and take lawn waste to a local compost center.	
		Keep grass cut to below 3 inches.	
		Reseed bare spots in the lawn.	
		Pick up garbage.	Always
		Winterize your lawn mower by removing grass; drain or run the mower to empty the gas tank.	
Siding and Trim		Check for loose or peeling paint; repair loose siding, cracks or rotting wood.	
		Make sure address numbers are visible from the street.	Always
Outside Mechanicals		Replace burned out light bulbs with compact fluorescent bulbs (CFLs) made for exteriors.	Always
		Check caulking on exterior pipes and vents. Keep clear of debris.	
		Shut off water to exterior faucets and drain water line; drain hoses and store them inside.	
		Turn on valve to exterior faucets; attach hoses.	
		Keep all intake/exhaust/dryer vents clear of debris.	Always
		Do not allow ice or snow to build up on your gas meter vent.	
Driveway and Foundation		Remove snow and ice from driveway and sidewalks. Use sand or cat litter for traction. Salt corrodes concrete.	
		Patch worn sections of driveway. Seal coat asphalt driveways.	As needed
		Check any retaining walls.	
		Check for cracked cement, loose handrails and boards on steps or sidewalks.	
		Check foundation for cracks and repair.	
		The soil around your foundation should slope away from the house. Fill any low areas with soil.	
		Check for loose bricks, gaps in mortar or other damage to your chimney.	
Windows		Remove all leaves and debris from window wells.	As needed
Roof		Check for missing, loose or damaged shingles.	As needed
		Check for squirrel holes, birds nests or insect nests.	As needed
		Check for ice dams; rake off snow with a roof rake.	
		Keep gutters and downspouts free of all debris.	

Call a professional for repairs. 
 Repair may be expensive. 
 Safety/Health concern. 
 Money/Energy saving tip. 
 Summer 
 Winter 
 Spring 
 Fall

# Interior

Category	Alert	Task	When
Windows and Doors		Clean your windows, inside and out.	
		Check and replace caulk if necessary.	
		Add or replace weather stripping. Add insulation if necessary and/or wrap with plastic.	
		Repair or replace screens and/or storm doors.	As needed
		Open blinds and allow the sun to heat house.	
		Close blinds in the daytime to keep house cool.	
Walls and Ceilings		Check for leaks or water damage.	
		Repair any damage to interior walls. Use spackling compound and touch up with paint.	As needed
Basement or Utility Area		Check for water damage.	
		Fill in concrete cracks on the basement floor with an appropriate caulk.	
		Flush floor drains with a pail of water.	Monthly
		Make sure your sump pump is working; check water level, especially after a heavy rain. Clean out sump basket.	
		Drain a pail of water from your water heater to remove sediment build up.	Yearly
Kitchen		Clean condenser coils on the refrigerator.	
		Clean range hood filter (above kitchen stove).	Monthly
		Check seal on refrigerator door.	Yearly
		Check and maintain caulk seals between countertops, sink and walls; re-caulk if necessary.	Monthly
Heating, Cooling, and Ventilation		Make sure HVAC condensate drain is flowing freely while air conditioner is running.	
		Run inline fan on low for healthy ventilation in the winter. Turn on high if you see signs of moisture.	  
		Check wall thermostat for excessive dust; clean.	Yearly
		Keep vents, registers and radiators free from drapes, furniture and other objects.	
		Make sure attic is properly ventilated, and that its vents are not obstructed.	Yearly
		Keep your thermostat set between 65 – 68 degrees.	
		Keep your thermostat set between 75 – 78 degrees if you have A/C.	
		Turn thermostat to 60 degrees overnight or when leaving the house for a long period of time.	
		Wear layers of clothing and use extra blankets instead of turning the heat up too high.	

Category	Alert	Task	When
Plumbing	 	Check faucets, valves, and water pipes for leaks.	
		Clean faucet aerators in entire home and replace the washer inside if faucet is leaking.	Yearly
		Check plumbing in entire home (sinks, toilets, drains) for proper operation.	Monthly
Furnace	 	Change furnace filter.	Monthly
		Vacuum heat and air return grills; check that ducts are connected and sealed.	
	 	Have both the furnace and air conditioning systems serviced by a professional.	Every 2 – 3 years
Washer and Dryer		Check hoses and connections on your washer and dryer for cracks and leakage.	Monthly
		Check dryer vent exhaust for blockage and ensure connection.	Monthly
	 	Hire a professional to clean dryer vents.	Every 5 years
		Wash and dry full loads of clothes. Always wash in cold unless very soiled.	Always
Safety		Make a plan with your family for what to do in case of fire or severe weather; review and practice plan.	As needed
		Test ground-fault interrupters (GFIs).	Monthly
		Test smoke detectors; replace battery and clean.	Monthly
		Test carbon monoxide detector; replace battery and clean.	Monthly
Bathrooms		Keep all surfaces dry.	Always
		Inspect caulk and replace if necessary around shower, bathtub, sink and surrounding walls.	
		Always run your bathroom fan while bathing.	Always
Floors		Vacuum carpets	Weekly
		Have guests remove their shoes and use doormats.	Always
	 	Hire a professional to clean carpet, or rent a carpet cleaner.	As needed
		Keep laminate flooring clean and dry.	Always
Pest Control		Take your garbage out regularly and keep your house clean.	Always

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