

Ongoing Maintenance Checklist

	Timing	Task	Note	Date
Exterior	Ongoing	Trim shrubery and trees, especially if near a sidewalk it could grow over	⚠	
	Ongoing	Make sure address numbers are visible from the street		
	Ongoing	Clear all intake, exhaust and dryer vents of dust and debris	⚠	
	As Needed	Patch worn sections of driveway; seal coat asphalt driveways		
	As Needed	Remove all leaves and debris from window wells		
	As Needed	Check for missing, loose or damaged shingles on roof; check flashing around stacks	📞💰	
	As Needed	Check for squirrel holes, bird nests and insect nests around house and on roof	⚠📞💰	
Interior	Ongoing	Replace burned out light bulbs with LED bulbs (inside and outside)	⚡	
	Ongoing	Vacuum carpets (can hire professional cleaning); keep laminate flooring dry		
	Ongoing	Wash and dry full loads of cloths and use cold water settings unless clothes are very soiled	⚡	
	Ongoing	Keep all surfaces dry; always run bathroom fan while bathing	⚠	
	Ongoing	Check all plumbing fixtures (sinks, toilets, drains) for leaks and proper operation	📞💰	
	Ongoing	Take out all garbage regularly to avoid pests	⚠	
	As Needed	Repair or replace screens and storm doors		
	As Needed	Repair any damage to interior walls; use spackling compound and touch up paint		
	As Needed	Make a household plan for what to do in case of fire or severe weather	⚠	
	Every 2-3 years	Service furnace and air conditioning systems professionally every 2-3 years	⚠📞💰	
	Every 5 years	Hire a professional to clean dryer vents	⚠📞💰	

📞 Call a professional 💰 Repair may be expensive ⚠ Safety/Health concern ⚡ Money/Energy saving tip

Monthly Maintenance Checklist

Interior

Category	Task	Note	Date
Garage	Check alignment and clean garage door sensors; call professional for any further maintenance	⚠	
Basement & Utility Area	Flush floor drains with a pail of water	⚠	
Kitchen	Clean range hood filter (above kitchen stove)	⚠	
Kitchen	Check caulk seals between counter tops, sink and walls for cracks or peeling; re-caulk if necessary	⚡ ⚠	
Furnace	Change furnace filter (check packaging for monthly or every 3 months)	📞 ⚠	
Washer & Dryer	Check hoses and connections on your washer and dryer for cracks and leaks	⚠	
Washer & Dryer	Check dryer vent exhaust for blockage and ensure connection	⚠	
Washer & Dryer	Open washer door after cycles to avoid mold; also open soap dispenser	⚠	
Safety	Test ground-fault interrupters (GFI outlets in kitchen/bathrooms)	⚠	
Safety	Test smoke detectors; replace batteries and clean (dust can set them off)	⚠	
Safety	Test carbon monoxide detector; replace batteries and clean	⚠	

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Spring Home Maintenance Checklist

Exterior	Category	Task	Note	Date
	Yard	Check for any water around the house, make sure grade slopes away from home	⚠	
	Yard	Water trees, plants and grass early in the morning or late in the evening to prevent evaporation	⚡	
	Yard	Keep grass cut below 3 inches; reseed bare spots; fertilize grass as needed		
	Siding & Trim	Check for loose or peeling paint, loose siding, cracks or rotting wood; repair		
	Outside Mechanicals	Turn on valve to exterior faucets; attach hoses		
	Driveway	Check for cracks on driveway and sidewalks	⚠	
	Stairs	Check for loose handrails and boards on steps	⚠	
	Foundation	Check foundation for cracks and repair	⚠	
	Foundation	Make sure the soil around your house slopes away from the house. Fill any low areas with soil. Check with a long level if you have one.		
Interior	Chimney	Check for loose bricks, gaps in mortar or other damage	⚠	
	Roof	Keep gutters and downspouts free of all debris		
	Windows & Doors	Clean windows, inside and out		
	Walls & Ceilings	Check for leaks or water damage	💰	
	Basement & Utility Area	Check for leaks, puddles and water damage	💰	
	Basement & Utility Area	Fill in concrete cracks on basement floor with an appropriate caulk		
	Sump Pump	Make sure sump pump is working properly; check water level, especially after a heavy rain; clean out sump basket		
	Heating, Cooling, HVAC	Run inline fan on high if you see signs of moisture	⚠	

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Summer Home Maintenance Checklist

Exterior

Interior

Category	Task	Note	Date
Yard	Water trees, plants and grass early in the morning or late in the evening to prevent evaporation	⚡	
Yard	Keep grass cut below 3 inches; reseed bare spots		
Yard	Cut back tree branches that may damage roof or house	⚠	
Heating, Cooling, HVAC	Clean A/C condenser with garden hose early summer		
Windows	Close blinds in the daytime to keep the house cool	⚡	
Kitchen	Clean condenser coils on the refrigerator	⚡	
Kitchen	Check seal on refrigerator door	⚡	
Basement & Utility Area	Check for leaks, puddles and water damage	💰	
Basement & Utility Area	Drain some water from your water heater to remove sediment buildup		
Heating, Cooling, HVAC	Make sure HVAC condensate drain is flowing freely while air conditioner is running		
Heating, Cooling, HVAC	Check wall thermostat for excessive dust; clean	⚡	
Heating, Cooling, HVAC	Make sure the attic is properly ventilated and that its vents are not obstructed	⚠	
Heating, Cooling, HVAC	Keep your thermostat set between 75-78 degrees if you have A/C	⚡	
Heating, Cooling, HVAC	Turn off heat recovery ventilator (HRV)	⚡	
Plumbing	Clean faucet aerators in entire home; replace washer inside if faucet is leaking	⚡	
Bathrooms	Inspect caulk and replace if necessary around shower, bathtub, sink and surrounding walls.	⚠	

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Fall Home Maintenance Checklist

	Category	Task	Note	Date
Exterior	Yard	Rake leaves and take waste to a local compost center		
	Yard	Reseed bare spots in the lawn		
	Yard	Cut back tree branches that may damage roof or house		
	Tools	Winterize your lawn mower by removing grass; empty the gas tank either by draining and disposing of the gas or running the mower until it stops/runs out		
	Tools	If you have an electric lawn mower, bring the battery inside for the winter		
	Outside Mechanicals	Check caulking on exterior pipes and vents. Keep clear of debris		
	Outside Mechanicals	Shut off water to exterior faucets and run outside spigot to drain water line; drain hoses and store them inside.	⚠️ 💰	
Interior	Roof	Keep gutters and downspouts free of all debris		
	Windows	Clean your windows inside and out		
	Windows	Check caulk for cracks or peeling and replace if necessary	⚡	
	Doors	Add or replace weather stripping. Add insulation or window plastic kit if necessary	⚡	
	Heating, Cooling, HVAC	Run inline fan on high if you see signs of moisture	⚠️ 💰	
	Heating, Cooling, HVAC	Turn on heat recovery ventilator (HRV)	⚡	
	Plumbing	Check faucets, valves and water pipes for leaks	⚡ 💰	

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Winter Home Maintenance Checklist

Category	Task	Note	Date
Exterior	Outside Mechanicals	⚠	
	Outside Mechanicals		
	Driveway/Sidewalks	⚠	
Interior	Roof		
	Windows	⚡	
	Kitchen	⚡	
	Heating, Cooling, HVAC	⚠	
	Heating, Cooling, HVAC	⚠	
	Heating, Cooling, HVAC	⚡	
	Heating, Cooling, HVAC	⚡	
	Furnace	⚠⚡	
	Washer & Dryer	⚡	

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