

Yearly Maintenance Checklist

Check	Foundation and Exterior
	Check foundation walls and floors for cracking, heaving, spalling.
	Check interior foundation walls and at the base of wall, crawl space for seepage.
	Ensure landscaping / grading slopes away from foundation.
	Maintain painted exterior wood.
	Keep shrubs, bushes and trees away from structure.
	Maintain wood decking and railings for sturdiness, check for rot.
	Check chimney for loose, deteriorated or missing mortar or bricks.
Check	Roof structure
	Keep gutter system free of debris Spring and Fall. Check downspouts for dents.
	Check fascia and soffit for loose panels or rot.
	Maintain shingles (roof system), missing shingles, seal around penetrations.
	One could enter the attic and check for leaks, especially around penetrations.
Check	Doors and Windows
	Maintain glazing on older wooden windows and caulking around windows.
	Check weather-stripping and caulking around doors.
	Clean mildew from windows, usually from interior condensation.
	Check for loose or missing hardware.
Check	Electrical
	Know the location of the electrical panel, label circuits.
	Check cords and ends for wear.
	Trip GFCI outlets monthly to ensure proper functionality.
	If circuit breakers or fuses blow frequently, contact an electrician.

MK & ASSOCIATES, INC.

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Check	Plumbing System
	Check all faucets, exterior faucets, shut offs, under sinks and around toilets for leakage.
	Check water heater for rust or leakage.
	If you have a septic system it is recommended to have it cleaned every 2-3 years.
	If you have an automatic lawn sprinkler system, ensure system is drained properly.
	Check well water for quality periodically.
	Check main water supply shutoff for leakage.
	Check main stack and drains for leakage, if exposed.
Check	Heating System
	Replace furnace filter every 1-3 months depending on style.
	If you have belt driven system, lubricate where needed, check belt.
	Keep area around heating system clear of objects.
	Check for leaks on boiler systems (shut offs, TPR valves, pump)
	Have system checked every 1-2 years for winter start-up.
Check	Interior
	Check caulking on countertops and in bath areas.
	Check walls for cracks, check around windows for moisture.
	Check smoke and carbon monoxide detectors frequently.
	Notes