



### Monthly Checklist

- Inspect fire extinguishers (recharge as needed)
- Clean or change the HVAC Filter (every 1-3 months)
- Clean HVAC registers, vents, & air return grills
- Clean washer & dryer (Prevents house fires)
- Check water softener & add salt if needed
- Test smoke alarms & carbon monoxide detectors (Do not skip this one)
- Dust ceiling fans
- Check your drains for clogs
- Clean the garbage disposal (grind ice cubes, then flush with hot water)
- Clean dishwasher
- Vacuum bathroom exhaust fan grill
- Check and inspect your sump pump

### Winter

- Prepare for snow, get salt and shovels ready
- Cover your central AC unit and cut the power to the unit.
- Inspect roof, gutters, down spouts
- Flush AC condensate drain hose
- Inspect washing machine hoses
- Protect your outdoor furniture and lawn ornaments.
- Clean your BBQ grills, and cover.
- Check basement for leaks
- Vacuum refrigerator and freezer coils, clean drip trays
- Clean drains in sinks, tubs, showers, dishwashers
- Clean kitchen hood and exhaust filter
- Reverse ceiling fan (clockwise)

### Spring

- Inspect roof for missing, loose, or damaged shingles. (Rain can wreak havoc in your house)
- Clean window and door screens
- Refinish wood fence and/or deck if needed. (Will keep wood from rotting and keep up looks)
- Clean gutters & downspouts (Clogged gutters will lead to flooding by your house)
- Inspect chimney for damage
- Clean out any leaves from flower beds
- Mulch your trees, shrubs & plants
- Polish wood furniture
- Dust light fixtures
- Replace batteries in smoke & carbon monoxide detectors
- Remove cover from AC unit, turn power back on.
- Schedule AC inspection.
- Clean kitchen exhaust hood and filter
- Flush AC condensate drain hose
- Inspect attic for leaks or pests



Summer	Fall
<ul style="list-style-type: none"><li>• Clean kitchen exhaust hood and filter</li><li>• Flush AC condensate drain hose</li><li>• Inspect sinks, tubs &amp; shower caulking, replace if needed</li><li>• Inspect kitchen and bath areas for leaks; check any pipes &amp; plumbing that you can access</li><li>• Vacuum refrigerator and freezer coils, clean drip trays</li><li>• Drain and flush out water heater tank</li><li>• Inspect basement or crawl space for moisture or pests</li><li>• Inspect for insect activity</li><li>• Prune trees &amp; shrubs</li><li>• Inspect siding &amp; masonry &amp; repair any damage found</li><li>• Check all exterior painted surfaces and touch up, or repaint where necessary</li><li>• Inspect roof, gutters, down spouts</li><li>• Clean lint from dryer vent</li><li>• Lubricate garage door opener, chain, garage door, and all door hinges</li><li>• Reverse ceiling fans (counter clockwise)</li></ul>	<ul style="list-style-type: none"><li>• Rake leaves</li><li>• Drain and turn off sprinklers</li><li>• Winterize exterior water spigots</li><li>• Clean gutters and downspouts</li><li>• Inspect roof for loose, missing, or damaged shingles</li><li>• Mend cracks &amp; gaps in driveway &amp; walkway</li><li>• Inspect fireplace for damage, clean fireplace flues</li><li>• Clean kitchen exhaust hood &amp; filter</li><li>• Clean window &amp; door screens</li><li>• Check caulking &amp; weather stripping in windows and doors, replace as needed</li><li>• Replace batteries in smoke &amp; carbon monoxide detectors</li><li>• Schedule HVAC inspection</li><li>• Trim trees/shrubs away from house</li><li>• Flush AC condensate drain hose</li></ul>