

	Spring	Fall
<b>INTERIOR</b>		
Check ceiling and surfaces around windows for evidence of moisture.	<input type="checkbox"/>	<input type="checkbox"/>
Check caulking around showers, bathtubs, sinks, and toilet base.	<input type="checkbox"/>	<input type="checkbox"/>
Check ceiling areas beneath bathrooms for leakage.	<input type="checkbox"/>	<input type="checkbox"/>
Check all stairs and railings for any loose members.	<input type="checkbox"/>	<input type="checkbox"/>
Check all fire and safety systems regularly.	<input type="checkbox"/>	<input type="checkbox"/>
Test all smoke and carbon monoxide (CO) detectors regularly.	<input type="checkbox"/>	<input type="checkbox"/>
Know the location of all gas shut-off valves.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELECTRICAL</b>		
Periodically check exposed wiring and cable. Replace as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Check all lamp cords, extension cords, and receptacles for wear.	<input type="checkbox"/>	<input type="checkbox"/>
Trip circuit breakers every six (6) months and ground fault circuit interrupters (GFCIs) monthly to insure proper function.	<input type="checkbox"/>	<input type="checkbox"/>
Learn location of electrical service panels and label each circuit.	<input type="checkbox"/>	<input type="checkbox"/>
If fuses blow, circuit breakers trip frequently, or any appliance sparks or shorts out, contact a licensed electrician for repairs.	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEATING AND COOLING</b>		
Clean or change furnace filters every three (3) months of operation.	<input type="checkbox"/>	<input type="checkbox"/>
Lubricate fan and motor bearings (only where indicated).	<input type="checkbox"/>	<input type="checkbox"/>
Check fan belt tension and listen for unusual noises.	<input type="checkbox"/>	<input type="checkbox"/>
Keep area around heating and cooling equipment clear.	<input type="checkbox"/>	<input type="checkbox"/>
For boiler systems, check water level and shut-off valve for leaks.	<input type="checkbox"/>	<input type="checkbox"/>
Have system serviced annually prior to the start of the season.	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOORS AND WINDOWS</b>		
Check for loose or missing glazing putty.	<input type="checkbox"/>	<input type="checkbox"/>
Check caulking for deterioration at the openings and joints between dissimilar materials (e.g. wood and masonry).	<input type="checkbox"/>	<input type="checkbox"/>
Check weather stripping.	<input type="checkbox"/>	<input type="checkbox"/>
Check for broken glass and damaged or missing screens.	<input type="checkbox"/>	<input type="checkbox"/>
Check all window and door hardware.	<input type="checkbox"/>	<input type="checkbox"/>

Spring      Fall

**PLUMBING**

- Check all faucets, hose bibbs, and supply valves for leakage.
- Check for evidence of leaks around and under sinks, showers, toilets, and tubs. Check all joints for adequate grout.
- Check lawn sprinkler system for leaky valves and exposed lines.
- Have the septic tank cleaned every two (2) years.
- Have well water checked for quality.
- Check the main water shut-off valve for operation and leakage.

**FOUNDATION AND EXTERIOR**

- Check foundation walls and floors for cracking, heaving, spalling, deterioration, or efflorescence.
- Check chimney for loose, deteriorated, or missing mortar or bricks.
- Check grading for proper slope away from the foundation.
- Check basement and crawlspace for moisture or leaks.
- Check all wood surfaces for weathering and paint failure.
- Check all decks, patios, porches, stairs, and railings for deterioration.
- Cut back and trim all vegetation from structures.

**ROOF**

- Check for any missing, loose or damaged shingles.
- Check for open seams, blisters, or bald areas on flat roofs.
- Clean gutters, strainers, and downspouts. Make sure downspouts divert water away from the foundation.
- Check the attic for any evidence of leaks.
- Check flashing around all surface projections, sidewalls, and protrusions.
- Trim back all tree limbs and vegetation away from the roof.
- Check fascia and soffits for deterioration and damage.

**NOTES**

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