

# HOME SERVICE CHECKLIST

## MONTHLY

- **Fire Extinguisher:** Check that it's fully charged; recharge or replace if needed.
- **Sink/Tub Stoppers and Drain Holes:** Clean out debris.
- **Garbage Disposal:** Flush with hot water and baking soda.
- **Water Softener:** Check water softener salt drum and replenish salt if necessary.
- **Forced-Air Heating System:** Change filters once a month if user's manual recommends fiberglass filters.

## EVERY 2 MONTHS

- **Wall Furnace:** Clean grills.
- **Range Hood:** Clean grease filter.

## EVERY 3 MONTHS

- **Faucet:** Clean aerator.
- **Tub Drain Assembly:** Clean out debris; inspect rubber seal and replace if needed.
- **Floor and Outdoor Drain Grates:** Clean out debris.

## EVERY 6 MONTHS

- **Smoke Detector:** Test batteries and replace if needed.
- **Toilet:** Check for leaks and water run-on.
- **Interior Caulking:** Inspect caulking around tubs, showers, and sinks; replace any if it is deteriorating.
- **Forced-Air Heating System:** Change semi-annually if user's manual recommends high efficiency pleated or HEPA-style filters.
- **Garbage Disposal:** Tighten drain connections and fasteners.
- **Clothes Washer:** Clean water inlet filters; check hoses and replace them if they are leaking.
- **Clothes Dryer:** Vacuum lint from ducts and surrounding areas.
- **Wiring:** Check for frayed cords and wires; repair or replace them as needed.
- **Range Hood:** Wash fan blades and housing.

## EVERY SPRING

- **Roof:** Inspect roof surface, flashing, eaves, and soffits; repair if needed.
- **Gutters and Downspouts:** Clean them out or install no-clean version. Inspect and repair weak areas; check for proper drainage and make repairs if needed.
- **Siding:** Inspect and clean siding and repair if needed.
- **Exterior Caulking:** Inspect caulking and replace any that is deteriorating.
- **Windowsills, Doorsills, Thresholds:** Fill cracks, caulk edges, repaint; replace if needed.
- **Window and Door Screens:** Clean screening and repair or replace if needed; tighten or repair any loose or

**Erin Phillips** \* Keller Williams® Realty  
548 Gibson Dr. #200 \* Roseville CA 95678  
Direct: 916-580-2227 \* FAX: 916-580-2228  
[SoldByErin.net](http://SoldByErin.net) \* Email: [erinphillips@kw.com](mailto:erinphillips@kw.com)  
DRE Lic. No 01474901

damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.

#### **EVERY FALL**

- **Roof:** Inspect roof surface, flashing, eaves, and soffits; repair if needed.
- **Gutters and Downspouts:** Clean out. Inspect and repair weak points; check for proper slope.
- **Chimney or Stovepipe:** Clean flue (more frequently if needed); repair any cracks in flue or any loose or crumbling mortar.
- **Siding:** Inspect and clean siding and repair if needed.
- **Exterior Caulking:** Inspect caulking and replace any that is deteriorating.
- **Storm Windows and Doors:** Replace any cracked or broken glass; tighten or repair any loose or damaged frames and repaint if needed. Replace damaged hardware; tighten and lubricate door hinges and closers.
- **Window and Door Weather Stripping:** Inspect and repair or replace if it is deteriorating or if it does not seal.
- **Thermostat:** Clean heat sensor, contact points, and contacts; check accuracy and replace thermostat if it is not functioning properly.
- **Outdoor Faucets:** If you live in an area with freezing winters, shut off valves to outdoor faucets. Open spigots and drain, store hoses.

#### **ANNUALLY**

- **Septic Tank:** Have a professional check the tank (watch for backup throughout the year). In many areas, it is recommended that the tank be pumped every year.
- **Main Cleanout Drain:** Have a "rooter" professional clean out the main line, particularly if there are mature trees in your yard whose roots could have cracked the pipe in their search for moisture.
- **Water Heater:** Drain water until it is clear of sediment; test temperature pressure relief valve; clean burner and ports (gas heater).
- **HVAC System:** Have a professional tune up your heat/air conditioning system.