

Home Maintenance Checklist

Year/Date: _____

Home Address: _____

ROOFS

Water is the worst enemy of your home.

<input type="checkbox"/> Check all flashings, roof penetrations and transitions (chimneys, vents, dormer wall/ roof transitions, etc.) for signs of leaks.	<input type="checkbox"/> Cut back tree limbs at least 2 feet away from roof. Wind may cause branches to rub and wear a hole in the roof.
<input type="checkbox"/> Look for damaged, loose, or missing shingles. Repair or replace as needed.	<input type="checkbox"/> Check chimneys for nests and blockage. Blocked chimneys can cause Carbon Monoxide to back up into the house. Check for cracked and damaged chimney caps, loose and missing mortar and/ or caulk. Install a chimney cap and screen to keep out critters.
<input type="checkbox"/> Check gutters and downspouts for blockage, holes, alignment, slope, etc.; clean, repair and replace as needed.	<input type="checkbox"/> If ice dams are common in your area, consider heat tape in the gutters and at the gutter edge of your roof <i>until</i> you have an Energy Audit and block “air by-passes” to the attic.
<input type="checkbox"/> Be sure downspouts direct water at least 4’-5’ away from foundation.	

EXTERIOR

Improper grading around your foundation is the number one cause of foundation failure.

<input type="checkbox"/> Maintain proper slope of earth, walks and drives away from foundation walls. 1/2" per foot for 10' or to the lot line. 1/4" per foot with concrete. (Or expect wet basements and costly foundation repairs.)	<input type="checkbox"/> Cut back and trim shrubbery against front, back and sidewalls. Keep vegetation 4' – 5' away from foundation walls. Yes, 4' – 5'!
<input type="checkbox"/> Check foundation walls, steps, retaining walls, walks, patios, driveways, etc., for cracks, missing mortar, movement and damage.	<input type="checkbox"/> Check weather stripping and caulking around doors and windows to prevent air & water infiltration and energy loss.
<input type="checkbox"/> Check window wells (fasten & seal to house) and drains for blockage. Window wells are one of the most common sources for wet basements.	<input type="checkbox"/> Check for rot around doors, windows, corner boards, and joints. Repair or replace as needed.
<input type="checkbox"/> Check painted or stained surfaces (fascia, soffits, siding, trim, etc.) for wear, rot, etc. Maintain as needed.	<input type="checkbox"/> Check glazing compound around windows. Leave a little paint or sealant on the glass to retard moisture infiltration and subsequent decay/ deterioration.

GARAGE

<input type="checkbox"/> Duplicate the checklist for the house	<input type="checkbox"/> Test the overhead door operator safety mechanism every 6 months or more frequently.
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CENTRAL AIR CONDITIONING UNITS

<p><input type="checkbox"/> Turn off the power to the compressor when you enter the heating season. Field mice tend to chew warm exposed wiring.</p> <p><input type="checkbox"/> Turn the power back on 24 hours prior to operating the system to prevent damage to the compressor.</p>	<p><input type="checkbox"/> Do not cover the compressor with a tarp or plastic. Trapped condensation will accelerate rusting.</p> <p><input type="checkbox"/> Use a cable tie on the exterior disconnect to prevent inquisitive children from gaining access to high voltage wiring.</p>
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INTERIOR FOUNDATION WALLS

<p><input type="checkbox"/> Check basement (crawlspaces too) walls and floor for dampness, seepage and leaking after wet weather.</p> <p><input type="checkbox"/> Check your palmer valve or sump pump. (If applicable)</p>	<p><input type="checkbox"/> Check walls for cracks. If cracks exist, document crack size & location to determine future wall movement. Tip: Tape a post-it note or a business card over the crack. Cut the card at the crack and monitor to see if the cut widens with time. Call us if you notice movement.</p>
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PLUMBING: For preventive maintenance.

<p><input type="checkbox"/> Check main supply valves for leaks, corrosion and ease of operation.</p> <p><input type="checkbox"/> Check isolation valves, faucets & hose bibbs for function, leaks and corrosion.</p> <p><input type="checkbox"/> Shut off interior and open exterior hose bibb valves before winter.</p>	<p><input type="checkbox"/> Check your toilet for movement. To prevent cracking the toilet or tile floor, lie on it while tightening or have someone sit on it while you snug up the nuts. Fill your tub before caulking it to minimize future movement from opening up the caulk joint.</p> <p><input type="checkbox"/> Flush water heaters twice per year or per manufacturer's recommendation.</p>
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ELECTRICAL

For safety, always touch panels with the back of your right hand prior to opening.

<p><input type="checkbox"/> Know the location of the main power disconnect in the electrical panel. If you still have fuses, upgrade.</p> <p><input type="checkbox"/> Mark and label all circuits in the main and sub panels.</p> <p><input type="checkbox"/> Check appliance cords, extension cords and outlets. Replace all worn cords and outlets immediately.</p>	<p><input type="checkbox"/> If fuses blow or breakers trip frequently, have a licensed electrician evaluate and rectify.</p> <p><input type="checkbox"/> If you feel a tingling or shock from any electrical tool or appliance, have it repaired immediately.</p> <p><input type="checkbox"/> If lights flicker or dim even occasionally, call an electrician.</p>
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HEATING & COOLING

(The arrow on the filter points towards the furnace or A/C motor)

<input type="checkbox"/> Change or clean furnace and air conditioning filters monthly or per manufacturers recommendation.	<input type="checkbox"/> On steam systems, “blow off” or drain low water cut-off per manufacturer’s recommendation.
<input type="checkbox"/> Schedule a clean/ service/ safety check up every fall.	<input type="checkbox"/> Check the electric shut off switch prior to requesting a service call if the furnace or A/C suddenly stop working.

INTERIOR

<input type="checkbox"/> Check grout and caulk at bathroom tiles. With tile surrounds, fill tub prior to caulking.	<input type="checkbox"/> Check all windows for ease of operation and signs of moisture damage due to high humidity or leaks from exterior.
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ATTICS

<input type="checkbox"/> Check for leaks, water stains, rot and microbial growth on the roof decking and around roof penetrations such as chimney & plumbing stack.	<input type="checkbox"/> Repair or replace damaged vent screens to prevent entry of wasps, birds, squirrels, bats, racoons and mischievous rascals.
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Checklists to download and print

<https://www.anspect.com>

Foundation Inspections | State of WI UDC Building Inspector | Expert witness in Home Inspection Litigation conflicts | Education Chair - Wisconsin Association of Home Inspectors - Emeritus | 40+ Years Construction & Inspection Experience

Our Home Inspection Service Areas: Milwaukee County | Waukesha County | Walworth County | Racine County | Kenosha County | Ozaukee County | Jefferson County | Washington County | Rock County

