

FORTUNE HOMES

Maintenance Checklist

This check list covers some of the basic and necessary maintenance items for most homes. It is by no means all- inclusive and some items may not apply for your home. For full details please consult all guides, warranties and literature provided by Fortune Homes as well as specific warranties and manuals for your home's appliances.

Monthly

- ❖ Test and clean/dust smoke and carbon monoxide detectors
- ❖ Test GFCI/GFI receptacle/breakers and outlets
- ❖ Check and replace/clean heating, ventilation and air conditioning air return filters
- ❖ Check grout/caulking in tile and marble wet areas i.e. showers, sinks, repair as needed

Quarterly

- ❖ Check range hood charcoal filter; replace, clean or repair as needed
- ❖ Check caulk seals between countertops and walls and on any laminated surfaces, repair as needed
- ❖ Check, adjust as necessary, thresholds, door sweeps, and weatherstripping on exterior doors to maintain air tightness
- ❖ Oil all moving parts and tighten nuts and bolts on garage overhead doors and tracks; check openers and sensors
- ❖ Remove leaves, debris and snow from window and vent wells
- ❖ Check dryer exhaust vent for lint blockage, clean as needed
- ❖ Thoroughly check showers and wet areas for mildew

Spring and Fall (April and Oct approx..)

- ❖ Clean gutters, downspouts and roof eaves of leaves and debris
- ❖ Check dryer exhaust vent connection, repair as needed
- ❖ Have HVAC professional inspect and calibrate your heating and cooling system
- ❖ Vacuum/clean window and sliding door tracks, lubricate with silicone spray
- ❖ Assess all exterior paint and caulk; check around windows and doors
- ❖ Drain and flush out hot water heater and verify that pressure relief valve is working; follow manufacture's instruction
- ❖ Inspect and maintain the flow of all swales, culverts and drainage inlets/outlets
- ❖ Verify no standing water in crawl space and insulation is in place
- ❖ Before the first freeze, disconnect exterior hoses and devices from hose bibs

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- ❖ Inspect foundation for cracks or settling, close foundation vents in fall and open in spring
- ❖ Start- up sprinkler system in the spring and verify it is adjusted and working properly, repair as needed
- ❖ Before first freeze, blow out sprinkler system with adequate air volume or drain and turn off timer and shut all source valves
- ❖ Prior to using fireplace clean and check seals/caulk and exhaust vent

Summer (Approx. July)

- ❖ Verify HVAC condensate drain is flowing freely while air conditioning is running
- ❖ Verify float switch or overflow pan on second floor air handling unit is clear of obstruction and functioning properly
- ❖ Verify main water shut-off valve is accessible and working properly
- ❖ Verify sprinkler system is operating properly, make adjustment/repairs as needed
- ❖ Apply water-seal treatment to all outdoor exposed wood/exposed aggregate concrete; power-wash if needed first
- ❖ Inspect roof for loose or missing shingles or flashing; repair as needed
- ❖ Service septic system; clean filters, flush lines inspect tanks and pump if necessary

Winter (December and January)

- ❖ Remove snow and ice buildup from roof and gutters to prevent ice dams and leaking
- ❖ During very extreme cold weather leave inside faucets located on exterior walls dripping to prevent pipes from freezing
- ❖ Remove snow from concrete drives and walks by shoveling/blower if desired, do not use de-icing salts