SPRING

INTERIOR Change furnace filter. Replace batteries/test carbon monoxide and smoke detectors. Deep clean whole house. Check sump pump for proper functionality. Schedule HVAC system checkup/service and good time to clean ductwork. Inspect plumbing pipes, ceilings, and undersink cabinets for any signs of water. Check faucets for drips and the flappers inside toilets for a tight seal. Clean windows and door screens. Inspect sink, shower, and bath caulking for deferioration. **EXTERIOR** ☐ Have A/C inspected. Check house and electric lines for any interference from foliage. Check water drainage and correct grading or settling to keep water away from house. Complete general spring cleanup around the property. Inspect trees. Water, fertilize, aerate, and overseed lawn as needed. Inspect all gutters and clean as needed for proper drainage and confirm gutter extensions are down to keep water away from foundation. Inspect exterior paint and touch up or paint as needed. Power wash the exterior of the house and windows. Power wash deck and treat as needed with Have the pump and septic tank inspected. Repair or replace caulking and weather stripping around windows, doors, and mechanicals. Check all windows and sliders with tracks to make sure they are clean so all weep holes function properly.

SUMMER

INTERIOR □ Change furnace filter. □ Make sure no outlets or extension cords are

Ensure your dryer vent is clean of all lint inside and out.Vacuum refrigerator coils.

overloaded with electronics.

Inspect for insect activity and treat as needed.

Change direction of ceiling fan to counterclockwise to push the air down.

Change settings on humidifier to summer.

EXTERIOR

| ш | Check the root for any leaks and mak sure all penetrations are sealed. |
|--------|--|
| \Box | Paice lavermore to the highest cettin |

Raise lawnmower to the highest settings to keep grass healthy.

☐ Water plants and foliage.

 Test irrigation system for leaks and confirm all heads are spraying correct pattern.

Water yard with sprinkler as needed if no irrigation system in place and fertilize (4-6 step program).

Hose off A/C coils on outdoor unit.

Lubricate garage door hinges, tracks, rollers, springs, and chains.

Check all windows and sliders with tracks to make sure they are clean so all weep holes function properly.

FALL

INTERIOR

| Change furnace filter. |
|---|
| Replace batteries/test carbon monoxide and smoke detectors. |
| ☐ Have HVAC inspected. |
| Check windows and doors for drafts. |
| Have the dryer vent inspected and cleaned at least once a year. |
| Change ceiling fan direction (fall and winter – clockwise direction). |

EXTERIOR

40 degrees.

| | 1 | 1 | |
|-------------------|--------|--------------|------|
| Turn humidifier O | FF wh | nen we | have |
| drastic temperatu | | | |
| adjust the humidi | fier B | ĒFORI | the |

drástic temperature change

Winterize A/C unit and prepare heating.

Turn off and flush outdoor water faucets and disconnect all hoses & timers from spigots if the temperature is going to drop below

Check fireplace for damage/hazards and bird nests on any vents on the exterior of the house.

Clean out gutters after all leaves have fallen from trees.

 Schedule irrigation company to blow out system. Plan to have this scheduled BEFORE the temperatures drop.

Aerate and overseed lawn.

Inspect roofing for missing, loose, or damaged shingles and leaks.

 Inspect exterior door hardware; fix squeaky handles and loose locks if needed.

Check exterior doors for gaps between door and threshold to prevent air leakage. Adjust threshold as needed.

Check all exterior penetrations and reseal using proper sealant as needed.

Seal all cracks or control joints in concrete.

For the last mow of the season, drop the mower deck and cut the lawn shorter to prevent snow mold and other turf issues.

<u> WINTER</u>

INTERIOR

| Change furnace filter. |
|---|
| Change the setting on humidifier to winter settings. |
| Change direction of ceiling fans. |
| Turn furnace FAN to the ON setting to circulate air in the house. |
| When below freezing temperatures, open under sink cabinet doors if located near exterior walls. This will help reduce the risk of frozen water lines. |
| Raise and open all window treatments (blinds/drapes) to allow warm air flow to hit the window to reduce condensation. |

EXTERIOR

| Ensure sidewalks and driveways are |
|------------------------------------|
| always clear of ice and snow. |

| | J |
|----|---|
| A | DO NOT USE ICE MELT ON ANY CONCRETE. |
| 41 | ON ANY CONCRETE |

| Inspect the exterior of home | regularly |
|------------------------------|------------|
| more the exterior of monie | icadidity. |

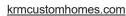
| _ | |
|---|---|
| | Inspect for ice dams in gutters and install |
| | heat tape or use roof rake to keep snow off |
| | roof as much as possible |

| Consider a generator for any power |
|---|
| outages (power up every three months and |
| have services as needed once/twice a year). |
| Don't let fuel sit inside the tank when |
| not in use. |





515-243-1191





10640 Justin Dr. Urbandale, IA 50322

MONTHLY MAINTENANCE CHECKLIST

| ш | Clean kitchen sink disposal. |
|---|--|
| | Clean faucet aerators/shower heads. |
| | Inspect drains for debris and unclog as needed. Inspect dishwasher, washing machine, and ice maker for leaks. |
| | Inspect home fire extinguishers. Run water in sinks and drains that are not frequently used to prevent sewer smell. |
| | Inspect sump pump for proper functionality. Change the furnace filter to help regulate temperature, improve air quality, and reduce utility costs. |
| | Check the water softener and replenish salt. Test smoke alarms, carbon monoxide detectors, and all ground-fault circuit interrupters. |
| | Vacuum heat registers and heat vents. Check all indoor and outdoor vents to make sure they are not blocked. |
| | Flush out hot water heater to remove accumulated sediment. |
| | Make sure gutter extensions are down to keep water away from the foundation. |
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NOTES + TO-DOS

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