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What To Do	When	What To Do	When
<b>EXTERIOR</b>		<b>EXTERIOR (cont.)</b>	
<b>Chimneys</b>	Spring & Fall	<b>Garages</b>	Spring & Fall
<input type="checkbox"/> <b>Masonry:</b> Check for loose/deteriorated bricks or mortar. <input type="checkbox"/> <b>Stucco or parging:</b> Check for cracks or loose sections. <input type="checkbox"/> <b>Chimney caps:</b> Check for loose or broken sections and protruding clay chimney liners. <input type="checkbox"/> <b>Chimney flashings:</b> Check for leakage. NOTE: <i>Efflorescence (a white salt build-up) indicates moisture within and further investigation is required.</i> <input type="checkbox"/> <b>Metal:</b> Check for rust, missing rain caps, and loose braces.		<input type="checkbox"/> Check garage roofs for wear. Check the structure for evidence of settling and wooden components for rot or insect infestation. Paint or stain wood components as required. <input type="checkbox"/> Test automatic garage door openers monthly and adjust safety reverse for proper operation in event of an emergency. Clear floor drains and test.	
<b>Roofs</b>	Spring & Fall	<b>Driveways and Sidewalks</b>	Spring & Fall
<input type="checkbox"/> <b>All roofs:</b> Electric cables should be well secured and properly sealed at meter and house entries. <input type="checkbox"/> <b>Shingle roofs:</b> Check for damaged, loose, or missing shingles or flashing at dormers, plumbing stacks, and valleys. Check supports for TV antennae or satellite dishes. <input type="checkbox"/> <b>Flat roofs:</b> Check for blisters, bubbles, and flashing details. <input type="checkbox"/> <b>Tar and gravel roofs:</b> Check for gravel erosion.		<input type="checkbox"/> Check driveways and sidewalks for cracks and deterioration. NOTE: <i>Uneven settling will cause surface water to run toward the house and uneven sections can pose a safety hazard to pedestrians.</i>	
<b>Gutters and Downspouts</b>	Spring & Fall	<b>Trees, Shrubs, and Vines</b>	Annually
<input type="checkbox"/> Check for blockage, leakage (from rust holes or leaking joints), and areas requiring re-securing or re-stopping. <input type="checkbox"/> Check downspout seams (usually against the wall) for splitting and debris. Look for paint deterioration on fascia trim. NOTE: <i>Water can accumulate in a downspout, freeze, and split it open.</i>		<input type="checkbox"/> Cut back limbs overhanging the house. Dead limbs should be removed. <input type="checkbox"/> Vines should be trimmed back from all wood surfaces.	
<b>Eaves</b>	Spring & Fall	<b>STRUCTURE</b>	Spring & Fall
<input type="checkbox"/> <b>Soffits and fascia:</b> Check for loose/rotted areas as well as those damaged by vermin. Observe paint condition.		<input type="checkbox"/> <b>Foundation walls:</b> Check for evidence of deterioration, dampness, and movement. Limited dampness from slow moisture migration can be anticipated with most older foundation walls (minor surface deterioration). Semi-annually inspect cracks and voids. Fill cracks to allow for easy monitoring of movement between inspections. <input type="checkbox"/> <b>Crawl spaces:</b> Access hatches should be provided to all crawl space areas. <input type="checkbox"/> <b>Wood framing:</b> Check exposed wooden structural components in the basement for evidence of rot and insect infestation. Deterioration sometimes results in sagging structural components. <input type="checkbox"/> <b>Wall/ceiling surface cracks:</b> Monitor for evidence of significant movement. Anticipate minor movement due to normal settling and shrinkage. <input type="checkbox"/> <b>Door frames:</b> Check to determine squareness. Significant movement over a six month period is an indication of more serious problems.	
<b>Walls</b>	Spring & Fall	<b>ELECTRICAL</b>	
<input type="checkbox"/> <b>All walls:</b> Monitor vines for damage to the wall surface. Vines should be kept cut back from wood trim (windows, doors, eaves, etc) and from gutters. <i>Deciduous vines are best checked during winter months, when there are no leaves.</i> <input type="checkbox"/> <b>Masonry:</b> Check for deteriorated brick and mortar. <input type="checkbox"/> <b>Stucco walls:</b> Check for cracking and separating. <input type="checkbox"/> <b>Wood walls:</b> Check for rot, loose/damaged boards, caulking, and wood/soil contact. NOTE: <i>If paint deterioration is the result of blistering or bubbling, the cause should be determined. Outward moisture may migrate from the interior of the house, indicating more serious problems.</i> <input type="checkbox"/> <b>Metal/vinyl, insulbrick, and shingle siding:</b> Check for mechanical damage and loose/missing components. <input type="checkbox"/> <b>Exposed foundation walls:</b> Check for deteriorated brick, block, mortar, and parging. Monitor cracking due to settlement. <input type="checkbox"/> <b>Retaining walls and fences:</b> Check wood retaining walls and fences for rot, insect infestation, and evidence of movement.		<b>Main Panel</b>	Annually
<b>Grading</b>	Spring & Fall	<input type="checkbox"/> <b>Homeowner:</b> Check for rust or watermarks indicating moisture penetration. Flip all breakers on and off to ensure none have seized. Report a panel warm to the touch or smelling of burned insulation or burned wires (indications of loose/poor connections) to a licensed electrician. Keep area around panel clear of storage for roughly three feet in all directions. <input type="checkbox"/> <b>Qualified electrician:</b> Tighten all fuses. Label circuits. Test ground fault circuit interrupters. Tighten aluminum wire connections inside the distribution panel.	
<input type="checkbox"/> Check to ensure a slope of one inch per foot for the first six feet away from the house (where practical).		<b>Outdoor Wiring</b>	Annually
<b>Doors and Windows</b>	Spring & Fall	<input type="checkbox"/> Check that mast head and wires leading to the street (if overhead) are not loose or frayed. Check overhead wiring leading to out buildings such as garages. Check exterior outlets/covers and test any ground fault circuits.	
<input type="checkbox"/> Install storms in the fall and screens in the spring. <input type="checkbox"/> Check for issues with caulking, weather-stripping, and broken/cracked panes of glass. <input type="checkbox"/> Check the finishes for paint deterioration and rot (particularly sills and lower edge of vertical trim). <input type="checkbox"/> Window wells should be cleaned and kept free of debris.		<b>Indoor Wiring</b>	Annually
<b>Porches and Decks</b>	Spring & Fall	<input type="checkbox"/> <b>Homeowner:</b> Note poor, loose, and exposed connections in the basement. Report this to a licensed electrician. Replace frayed/damaged extension cords, appliance cords, and plugs. Tighten loose outlets and switches. <input type="checkbox"/> <b>Qualified electrician:</b> Correct exposed wiring and replace frayed or damaged wire. Test ground fault circuit interrupter electrical outlets. Tighten aluminum wire connections throughout the house.	
<input type="checkbox"/> Check wooden components for rot and insect infestation. <input type="checkbox"/> Paint or stain wood as required. <input type="checkbox"/> Secure steps and railings.		<b>HEATING</b>	
		<b>All Forced Air Systems</b>	Monthly
		<input type="checkbox"/> <b>Conventional and electronic filters:</b> Check monthly. Clean and replace as needed. Ensure the interior components are installed in the correct orientation after cleaning. Bring noisy blower sections to attention of a service company. <input type="checkbox"/> <b>Humidifiers:</b> Check/adjust water levels and components monthly. Replace the pad on drum type humidifiers annually. Shut off water supply during summer months and activate for heating months.	

## HOME MAINTENANCE GUIDE

<b>HEATING (cont.)</b>		<b>PLUMBING (cont.)</b>	
<b>Electrical Heat</b>	<i>Annually</i>	<b>Waste Plumbing</b>	<i>Semi-Annually</i>
<input type="checkbox"/> <b>Homeowner:</b> Check electric baseboard heaters to ensure adequate clearance from combustibles. <input type="checkbox"/> <b>Qualified electrician:</b> Have electric furnaces and boilers inspected every year to ensure that all components are operating properly and no connections are loose or burned.		<input type="checkbox"/> Check visible waste plumbing for leaks. Check basement floor drains and exterior drains. Clean as necessary. Clear slow drains within the house. Check basement floor drain traps with water to ensure that they are not broken. <input type="checkbox"/> Septic tanks should be pumped and checked approximately every three to five years.	
<b>Oil Furnace and Boilers</b>	<i>Annually</i>	<b>Fixtures</b>	<i>Annually</i>
<input type="checkbox"/> <b>Homeowner:</b> Clear the chimney of any debris. Check the heat shield (located where the burner enters the heat exchanger) to ensure that it is not loose or corroded. Burn marks around the heat shield may indicate a draft or combustion problem. <input type="checkbox"/> <b>Qualified technician:</b> Check oil systems. Oily soot deposits at registers of forced air systems may indicate a cracked heat exchanger. Check exhaust pipe from the furnace/boiler for loose connections or corroded sections. Insure that barometric damper on the exhaust pipe rotates freely.		<input type="checkbox"/> Check toilets to ensure that they are properly secured to the floor. Listen for toilets that run continuously. Check grouting and caulking at all bathroom fixtures and renew as necessary. Test sump pumps with water.	
<b>Gas Furnaces and Boilers</b>	<i>Continuous</i>	<b>Water Heaters</b>	<i>Annually</i>
<input type="checkbox"/> If gas odors can be detected, call the gas company immediately. Do not turn on any electrical equipment or use anything with an open flame. <input type="checkbox"/> Clean and check gas furnaces and boilers annually. Check exhaust pipe for loose or corroded sections. Clear chimney of any debris. Check the heat shield (located where the burner enters the heat exchanger) to ensure that it is not loose or corroded. Burn marks around the heat shield may indicate a draft or combustion problem.		<input type="checkbox"/> Sludge may accumulate in the bottom of the tank. Draining some water from the bottom of the tank will indicate the presence of sludge and the necessity for regular draining. Be sure to shut off the power or fuel supply prior to draining any water from the tank. <input type="checkbox"/> Service gas or oil fired water heaters via service company.	
<b>Wood Stoves</b>	<i>Annually</i>	<b>INTERIOR</b>	<i>Annually</i>
<input type="checkbox"/> Check wood stove chimneys and flues for creosote build-up and clean at least annually (more often depending upon use). Keep area around wood stove clear of combustibles at all times. If there is any doubt about the safety of a wood stove, contact the local fire marshal for an inspection.		<input type="checkbox"/> Check walls and ceilings for cracks on interior finishes. Note and monitor the amount of movement. Monitor bulges in wall and ceiling surfaces. Separated plaster, particularly on ceilings, can fall and cause injury. <input type="checkbox"/> Check walls, particularly in corners and areas of dead air (ex: behind drapes), for evidence of condensation and mildew indicating high humidity levels within the house. Note water stains on interior finishes. Detect and monitor source of water stains. <input type="checkbox"/> Check doors and windows for smooth operation. Adjust as needed. <input type="checkbox"/> Condensation on windows indicates high humidity levels during winter months. This can sometimes lead to rot. <input type="checkbox"/> Clean and inspect fireplaces and chimneys at least annually (more often depending upon use).	
<b>COOLING/HEAT PUMPS</b>	<i>Spring</i>	<b>HOUSEHOLD PESTS</b>	
<input type="checkbox"/> <b>Homeowner:</b> Check condensate drain line emerging from the ductwork above the furnace visually for leaking during the cooling season. The outdoor unit should be level. Inform specialist if the outdoor component settles or heaves. Debris and vegetation should be kept away from the outdoor component of the system. NOTE: <i>Most manufacturers prefer to have the outdoor component left uncovered during the winter to prevent rust.</i> <input type="checkbox"/> <b>Qualified technician:</b> Inspect the system and recharge it annually. Most systems require the power to be on or up to twenty-four hours before using the system. Keep outdoor coil clean. A noisy fan may mean a bearing problem or misalignment.		<input type="checkbox"/> Apply a preventative pesticide for ants and termites to foundation perimeter, cracks, wood garden ties, etc.	
<b>ATTICS</b>	<i>Annually</i>	<b>Carpenter Ants</b>	<i>Semi-Annually</i>
<input type="checkbox"/> Check annually for water stains on the underside of roof sheathing. Check for rot, mildew, and fungus indicating high humidity levels in the attic. Check to make sure the insulation is not wet. Some types of loose insulation are prone to being blown around during periods of high wind. Check for bare spots and ensure that insulation is not covering recessed light fixtures. <input type="checkbox"/> Check attic vents to ensure that they are not obstructed. Vents at the eaves are often plugged with insulation. Often, birds build nests in these vents. Also watch for evidence of pests (squirrels, raccoons, etc). <input type="checkbox"/> Check operation of thermostatically controlled roof or gable end fan. <input type="checkbox"/> Check rafters (supporting the roof) and collar ties (horizontal members running across the attic between opposing rafters) for rot and movement. NOTE: <i>Be careful walking around. Don't fall through or step on wires. Compressed insulation loses much of its insulating value. Also ensure all bathroom and kitchen fans are vented outside.</i>		NOTE: <i>While carpenter ants do not eat wood, they do nest in it. The name comes from galleries they build in wood and how they carefully finish wood surfaces. When chewing their way through wood, they leave small particles resembling saw dust which they push out of the colony. The presence of this saw dust indicates a colony. Carpenter ants tend to be most active in spring and early summer. They are usually dormant during a portion of the winter months. They feed on other insects and plant material while outdoors and household food while indoors.</i> <input type="checkbox"/> Check for the presence of saw dust. Carpenter ants often nest inside walls, ceilings, behind insulation, outdoor siding, leaves, floors, window casing, etc. They prefer wet wood and can often be found in rotting wood. <input type="checkbox"/> To prevent a carpenter ant infestation, decayed wood should be removed from around the building. Firewood should not be stored indoors for a long period of time. Wood used where dampness may occur should be treated with a preservative. Food stuffs, such as sugar, should be stored in closed containers and spills should be cleaned up quickly. <input type="checkbox"/> Chemical control of carpenter ants should be undertaken by a qualified pest control company.	
<b>PLUMBING</b>		<b>Termites</b>	<i>Semi-Annually</i>
<b>Supply Plumbing</b>	<i>Annually</i>	NOTE: <i>Subterranean termites usually do not live in houses but rather in the soil below. They prefer to eat damp or decaying wood, but will also eat sound, dry lumber. The damage to wood is seldom noticeable as they eat through the interior. If there is no direct wood/soil contact, termites must build shelter tubes or tunnels to get from the soil to the wood.</i> <input type="checkbox"/> Check for tubes from soil to wood – typically ¼ to ½ inch in width and made from soil glued together – that indicate the presence of termites. <input type="checkbox"/> The amount of damage caused by termites can be extensive. If shelter tubes are noticed, a pest control company should be contacted immediately. In addition to chemical treatment, it is also necessary to break all wood/soil contact to prevent infestation.	
<input type="checkbox"/> Check supply plumbing for leaks. <input type="checkbox"/> Ensure that plumbing in areas such as crawl spaces will not freeze during winter months. <input type="checkbox"/> Shut off outdoor faucets from the interior and drain for winter. <input type="checkbox"/> Operate the main shut-off valve and critical isolating valves to ensure proper operation in the event of an emergency. <input type="checkbox"/> Repair leaking/dripping faucets. <input type="checkbox"/> Check well equipment semi-annually. <input type="checkbox"/> A water quality test should be performed periodically.		<b>Carpenter Bees</b>	<i>Annually</i>
		<input type="checkbox"/> These are large bees (bumble-bee looking) that drill holes ½ inch in diameter in trim boards and create nests. Holes should be sprayed and filled to reduce or eliminate activity.	