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What To Do	When	What To Do	When	
EXTERIOR	•	EXTERIOR (cont.)		
Chimneys	Spring & Fall	Garages	Spring & Fall	
Masonry: Check for loose/deteriorated bricks or mortar. Stucco or parging: Check for cracks or loose sections. Chimney caps: Check for loose or broken sections and protruding clay chimney liners. Chimney flashings: Check for leakage.		 ☐ 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. ☐ Test automatic garage door openers monthly and adjust safety reverse for proper operation in event of an emergency. Clear floor drains and test. 		
NOTE: Efflorescence (a white salt build-up) indicates moisture within and		Driveways and Sidewalks	Spring & Fall	
further investigation is required. Metal: Check for rust, missing rain caps, and loose braces.		Check driveways and sidewalks for cracks and deterioration. NOTE: Unlevel settling will cause surface water to run toward the house and		
Roofs	Spring & Fall	uneven sections can pose a safety hazard to pedestrial		
 ☐ All roofs: Electric cables should be well secured and properly sealed at meter and house entries. ☐ Shingle roofs: Check for damaged, loose, or missing shingles or flashing at dormers, plumbing stacks, and valleys. Check supports for TV antennae 		Trees, Shrubs, and Vines Annually		
		☐ Cut back limbs overhanging the house. Dead limbs should be removed. ☐ Vines should be trimmed back from all wood surfaces.		
or satellite dishes.	s ioi i v antennae	STRUCTURE	Spring & Fall	
Flat roofs: Check for blisters, bubbles, and flashing details. Tar and gravel roofs: Check for gravel erosion.		Foundation walls: Check for evidence of deterioration, dampness, and movement. Limited dampness from slow moisture migration can be		
Gutters and Downspouts	Spring & Fall	anticipated with most older foundation walls (minor surf- Semi-annually inspect cracks and voids. Fill cracks to a		
Check for blockage, leakage (from rust holes or leaking	joints), and areas	monitoring of movement between inspections.		
requiring re-securing or re-stopping. Check downspout seams (usually against the wall) for s	plitting and debris.	Crawl spaces: Access hatches should be provided to all crawl space areas.		
Look for paint deterioration on fascia trim.		Wood framing: Check exposed wooden structural components in the basement for evidence of rot and insect infestation. Deterioration		
NOTE: Water can accumulate in a downspout, freeze, and Eaves	Spring & Fall	sometimes results in sagging structural components.		
	Soffits and fascia: Check for loose/rotted areas as well as those damaged		Wall/ceiling surface cracks: Monitor for evidence of significant movement. Anticipate minor movement due to normal settling and shrinkage.	
by vermin. Observe paint condition.		☐ Door frames: Check to determine squareness. Significant movement over a		
Walls	Spring & Fall	six month period is an indication of more serious problems.		
All walls: Monitor vines for damage to the wall surface. \ kept cut back from wood trim (windows, doors, eaves,		ELECTRICAL Main Panel	Annually	
gutters. Deciduous vines are best checked during winter	er months, when	Homeowner: Check for rust or watermarks indicating mo	,	
there are no leaves. Masonry: Check for deteriorated brick and mortar.		Flip all breakers on and off to ensure none have seized. Report a panel		
Stucco walls: Check for cracking and separating.		warm to the touch or smelling of burned insulation or burned wires (indications of loose/poor connections) to a licensed electrician. Keep		
<u>Wood walls</u> : Check for rot, loose/damaged boards, caull contact.	king, and wood/soil	area around panel clear of storage for roughly three feet in all directions.		
NOTE: If paint deterioration is the result of blistering or bub	bling, the cause	Qualified electrician: Tighten all fuses. Label circuits. Test ground fault		
should be determined. Outward moisture may migrate	from the interior of	circuit interrupters. Tighten aluminum wire connections inside the distribution panel.		
the house, indicating more serious problems. Metal/vinyl, insulbrick, and shingle siding: Check for med	chanical damage	Outdoor Wiring	Annually	
and loose/missing components. Exposed foundation walls: Check for deteriorated brick,	_	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		
parging. Monitor cracking due to settlement.		garages. Check exterior outlets/covers and test any ground fault circuits. Indoor Wiring Annually		
Retaining walls and fences: Check wood retaining walls insect infestation, and evidence of movement.	and rences for rot,	Indoor Wiring Homeowner: Note poor, loose, and exposed connections	,	
Grading	Spring & Fall	Report this to a licensed electrician. Replace frayed/dar	maged extension	
☐ Check to ensure a slope of one inch per foot for the first six feet away from		cords, appliance cords, and plugs. Tighten loose outlets and switches.		
the house (where practical). Doors and Windows	Spring & Fall	Qualified electrician: Correct exposed wiring and replace frayed or damaged wire. Test ground fault circuit interrupter electrical outlets.		
Install storms in the fall and screens in the spring.	opinig a ran	Tighten aluminum wire connections throughout the hou		
Check for issues with caulking, weather-stripping, and b	roken/cracked	HEATING	Manthali	
panes of glass. Check the finishes for paint deterioration and rot (particular)	larly eille and lower	All Forced Air Systems	Monthly	
edge of vertical trim).	nany sins and lower	Conventional and electronic filters: Check monthly. Clean and replace as needed. Ensure the interior components are installed in the correct		
☐ Window wells should be cleaned and kept free of debris.		orientation after cleaning. Bring noisy blower sections to attention of a		
Porches and Decks Spring & Fall Check wooden components for rot and insect infestation.		service company. Humidifiers: Check/adjust water levels and components monthly. Replace		
Paint or stain wood as required.		the pad on drum type humidifiers annually. Shut off water supply during		
Secure steps and railings.		summer months and activate for heating months.		

HEATING (cont.)		PLUMBING (cont.)	
Electrical Heat	Annually	Waste Plumbing	Semi-Annually
Homeowner: Check electric baseboard heaters to ensur		Check visible waste plumbing for leaks. Check basement floor drains and	
clearance from combustibles.		exterior drains. Clean as necessary. Clear slow drains within the house.	
Qualified electrician: Have electric furnaces and boilers inspected every		Check basement floor drain traps with water to ensure that they are not	
year to ensure that all components are operating properly and no		broken.	
connections are loose or burned.	Annually	Septic tanks should be pumped and checked approximately every three to five years.	
Oil Furnace and Boilers	Annually	Fixtures	Annually
Homeowner: Clear the chimney of any debris. Check the (located where the burner enters the heat exchanger) to		Check toilets to ensure that they are properly secured to	•
not loose or corroded. Burn marks around the heat shield may indicate a		for toilets that run continuously. Check grouting and caulking at all	
draft or combustion problem.		bathroom fixtures and renew as necessary. Test sump	
Qualified technician: Check oil systems. Oily soot depos		Water Heaters	Annually
forced air systems may indicate a cracked heat exchanger. Check exhaust pipe from the furnace/boiler for loose connections or corroded		☐ Sludge may accumulate in the bottom of the tank. Draining some water	
sections. Insure that barometric damper on the exhaust pipe rotates		from the bottom of the tank will indicate the presence of sludge and the	
freely.	i pipo rotatoo	necessity for regular draining. Be sure to shut off the poprior to draining any water from the tank.	ower or fuel supply
Gas Furnaces and Boilers	Continuous	Service gas or oil fired water heaters via service compar	nv.
☐ If gas odors can be detected, call the gas company imm	ediately. Do not	INTERIOR	Annually
turn on any electrical equipment or use anything with a		Check walls and ceilings for cracks on interior finishes. Note and monitor	
Clean and check gas furnaces and boilers annually. Che		the amount of movement. Monitor bulges in wall and ceiling surfaces.	
for loose or corroded sections. Clear chimney of any de heat shield (located where the burner enters the heat e		Separated plaster, particularly on ceilings, can fall and cause injury.	
ensure that it is not loose or corroded. Burn marks arou		Check walls, particularly in corners and areas of dead air (ex: behind	
may indicate a draft or combustion problem.		drapes), for evidence of condensation and mildew indicating high humidity levels within the house. Note water stains on interior finishes. Detect and	
Wood Stoves	Annually	monitor source of water stains.	
☐ Check wood stove chimneys and flues for creosote build		☐ Check doors and windows for smooth operation. Adjust as needed.	
least annually (more often depending upon use). Keep		Condensation on windows indicates high humidity levels during winter	
stove clear of combustibles at all times. If there is any consafety of a wood stove, contact the local fire marshal for		months. This can sometimes lead to rot. Clean and inspect fireplaces and chimneys at least annually (more often	
COOLING/HEAT PUMPS	Spring	depending upon use).	
Homeowner: Check condensate drain line emerging from	, ,	HOUSEHOLD PESTS	
above the furnace visually for leaking during the cooling		Apply a preventative pesticide for ants and termites to for	oundation
outdoor unit should be level. Inform specialist if the out	door component	perimeter, cracks, wood garden ties, etc.	
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