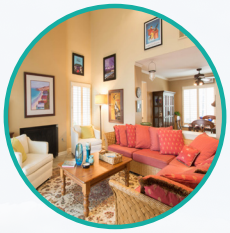
Happy New Year!

By regularly maintaining your home's major systems, appliances and features, you can protect its value and efficiency. This checklist will serve as "a guide" for seasonal maintenance. Simply check-off the tasks when done and you can stay on track throughout the year. Best Wishes, Amy Caves!




Spring:

- ❑ Clean fireplace and check for cracks
- ❑ Check refrigerator and freezer seals
- ❑ Wash windows, screens, window sills
- ❑ Inspect weather stripping
- ❑ Replace wheels/ball bearings on sliding screens
- ❑ Check water heater for drips
- ❑ Organize garage
- ❑ Check roof and clean off roof
- ❑ Inspect fences
- ❑ Prune shrubs and trees
- ❑ Examine exterior for water damage
- ❑ Inspect gutters and downspouts

Summer:

- ❑ Check irrigation sprinklers and timer
- ❑ Check walkways & driveway for trip hazards
- ❑ Deep-clean patios and decks
- ❑ Clean out garden drains and atrium drains
- ❑ Test exterior lighting; adjust timer for longer days
- ❑ Remove unwanted roots and plants
- ❑ Clean outdoor furniture
- ❑ Deglaze tankless water heaters annually
- ❑ Clean refrigerator, vacuum the condenser coil, and clean the **inside** of all kitchen appliances
- ❑ Remove and clean oven exhaust fan filters
- ❑ Clean clothes dryer and other vents
- ❑ Order annual termite inspection; check for pest activity in the attic
- ❑ Reverse Ceiling Fans

Fall:

- ❑ Professionally inspect roof and chimney
- ❑ Cover outdoor furniture
- ❑ Service Heating and A/C System prior to heating and cooling seasons
- ❑ Check caulking around showers, bathtubs, sinks and toilet bases
- ❑ Prune trees and shrubs and plant spring bulbs
- ❑ Tidy garage; recycle hazardous materials
- ❑ Check attic insulation, vent screens, and signs of any pest activity

Winter:

- ❑ Decorate for the Holidays, using safety power-cords for indoors and outdoors. Read installation directions carefully
- ❑ Professionally inspect fireplace if burning wood!
- ❑ Verify fire extinguishers are in proper working order in kitchen and garage. Replace if necessary
- ❑ Check smoke and carbon monoxide detectors, replace batteries if needed
- ❑ Test GFCI Outlets
- ❑ Reverse Ceiling Fans
- ❑ Inspect gutters and downspouts

Don't forget to clean or change furnace filters. Be sure and replace every 3 months.

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*Items listed above are for informational purposes only. There is no express or implied guarantee on the information presented and no responsibility will be taken for errors or omissions.

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