

# Home Owner Annual Check list

GROUND/YARD	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Drain outside water lines and hoses		X			
Clean area wells, window wells, and storm drains	X	X			
Check driveways and sidewalks for cracks, yard for settlement and erosion	X				
Check safety and reverse sensors on garage door, and adjust if needed			X		
DOORS/WINDOWS	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check doors, windows, and trim for finish failure	X				
Check for broken glass and screens	X				
Check and lubricate window hardware			X		
Check weather stripping for damage and fit	X	X			
Check Caulking at doors, windows, openings and joints	X	X			
EXTERIOR WALLS	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check Masonry for cracks and loose joints	X				
Check painted surfaces for paint failure	X				
Check siding and trim for damage or rot	X				
ROOFING	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check for damaged/loose shingles			X		
Check underside of roofing for water/moisture stains	X				
Check for damaged gutters, flashing, downspouts for rust	X				
Clean Gutters and down spouts			X		
Clean debris from flat/low sloped roofing			X		
Check Vents, Chimney caps, for housing bird nest. Etc..	X	X			
Check fascia for paint failure			X		
Check masonry Chimneys for brick and mortar failure			X		
INTERIOR SURFACES	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check all joints in ceramic tile, laminated plastic, and similar surfaces			X		
Check caulk/grouting around tubs, showers, and sinks			X		
FLOORS	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check for wear/damage where one material meets another			X		
Evaluate for repair or replacement			X		
PLUMBING	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check flush valves, faucets, hose bibs, supply and drainage pipes			X		
Check Septic tank			X		
Check and flush water heater			X		
ELECTRICAL	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Check condition of lamp, extension cords, and plugs					
Test all GFCI/AFCI breakers and receptacles	X	X	X		
Check for exposed or damage wiring, repair as needed			X		
HEATING/COOLING SYSTEMS	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Clean and change any air filters	X	X	X		
Clean dirt and dust from around furnaces	X	X			
Have Heating and cooling systems checked by qualified professional			X		
Remove widow air units for winter		X			
Service humidifier/dehumidifier			X		
FOUNDATION/BASEMENT	SPRING	FALL	ANNUALLY	COMPLETE	Notes
Inspect for signs of wood destroying organisms (termites/ants, etc...)			X		
Check grading to assure proper slope for drainage away from foundation			X		
Check basement/crawl space for dampness, or leaks following wet weather					