



Home Inspection Services, Inc.

Winter Maintenance Schedule

Exterior

- Inspect the roof for damage after heavy winter storms.
- Inspect gutters or downspouts for leaks.
- Keep gutters clean of ice and debris.
- Check for draft around windows and doors. Caulk and repair weather stripping as necessary.
- Check to make sure all outside vents are not blocked by snow or debris.

Plumbing

- Pour hot soapy water down seldom used drains to prevent sewer gas backup.
- Inspect sink drains and plumbing shut off valves for signs of corrosion or leaks.
- Check that toilets are secure and the water fill valve is shutting off after the toilet tank fills up.
- Clean out faucet aerators and shower heads.
- Inspect caulking around sinks, showers & bathtubs. Re-caulk as necessary.

Interior

- Change or clean the furnace filter.
- Test smoke and carbon monoxide detectors.
- Clean bathroom exhaust vents and grills.
- Clean ceiling fan blades.
- Vacuum out the supply and return heating registers.
- Check fire escape routes, door and window lock as well as outdoor lights.

Electrical

- Test all GFI outlets by pressing the Test button. The button should pop out and the power to the outlet should go off. Press in the Rest button and the power to the outlet should go back on.
- Check for frayed appliance cords.
- Exercise the operating mechanism of the circuit breakers.

Appliances

- Disposal-grind ice cubes and lemons to clean and deodorize, flush with hot water.
- Clean strainer and spray arm, and run a wash cycle with vinegar to clean.
- Clean out kitchen exhaust fan/filters with hot soapy water or detergent.
- Refrigerator-clean out the drain pan and drain. Vacuum out the rear coils.

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Spring Maintenance Schedule

Exterior

- Inspect exterior caulk, and re-caulk if needed.
- Clean up debris away from the home.
- Turn on the water to the outside faucets, and connect the garden hoses.
- Clean gutters and downspouts, and verify that rain water flows away from the foundation of the house.
- Clean out basement window wells and areas under the deck.
- Clean out any exterior floor drains.
- Inspect vents, chimneys and other areas for birds or insect nests.
- Tune up lawn mower and add fuel stabilizer to the snow blower's gas tank.
- Power rake and fertilize the grass and necessary.

Heating and Cooling

- Turn on the Air Conditioner circuit breaker at the electrical panel.
- Unplug and turn off the humidistat to the humidifier, and close the damper.
- Service the Air Conditioning unit when outside temperatures exceed 70 F.

Interior

- Turn OFF furnace or fireplace pilot lights (if applicable)
- Test the sump pump and check for leaks before the spring thaw.
- Add distilled water to the battery backup sump pump (if applicable).
- Have the flood control system serviced prior to the heavy rains (if applicable).
- Clean windows, replace storm window with screens, repair as necessary.
- Change or clean the furnace filter.
- When changing the clocks forward from daylight savings time, replace the batteries to the smoke and carbon monoxide detectors and test operation.
- Test all GFI outlets by pressing the Test button. The button should pop out and the power to the outlet should go off. Press in the Rest button and the power to the outlet should go back on.
- Water heater-check hot water temperature and adjust the thermostat as necessary. Temperature should be below 125 F.



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Summer Maintenance Schedule

Exterior

- Inspect the roof for damage or leaks.
- Verify that the coils to the outside Condensing Unit are clean. Wash down with a hose if needed.
- Garage door-verify that the auto reverse mechanism and the electric eye operation are working properly. Oil springs and grease the doors rollers.
- Scrape and paint portions of the exterior as needed.
- Remove plants/roots that are touching the exterior of the house.
- Seal off any small exterior holes that can lead to pest/bug infiltration.
- Power wash wood decks and stain as necessary.
- Make sure the exterior grade to the soil slopes away from the home, repair as necessary.

Plumbing

- Pour hot soapy water down seldom used drains to prevent sewer gas backup.
- Inspect sink drains and shut off valves for signs of corrosion or leaks.
- Check that toilets are secure, and the water fill valve is shutting off after the toilet tank fills up.
- Spray all shut off valves with WD40 and exercise the valves.
- Clean out faucet aerators and shower heads.
- Inspect caulking around sinks, showers & bathtubs. Re-caulk as necessary.

Interior

- Change or clean the furnace filter.
- Test smoke and carbon monoxide detectors.
- Clean bathroom exhaust vents and grills.
- Check windows operation and reglaze if needed.
- Clean and lubricate sliding door tracks.
- Vacuum out the dryers discharge duct.

Electrical

- Test all GFI outlets by pressing the Test button. The button should pop out and the power to the outlet should go off. Press in the Rest button and the power to the outlet should go back on.
- Check for frayed appliance cords.

Basement

- Monitor basement humidity (<50%) -install a dehumidifier if needed.
- Inspect the basement for seepage, repair as necessary.



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Fall Maintenance Schedule

Exterior

- Inspect roof material and flashings for signs of damage or leaks.
- Clean gutters and downspouts.
- Inspect exterior caulking and re-caulk as necessary.
- Clean debris away from the foundation.
- Trim bushes, shrubs and trees away from the house.
- Drain water from outdoor faucets and pipes. Drain, remove & store hoses.
- Clean and store patio furniture.
- Core aerate and fertilize the lawn.
- Sharpen lawn mower blades, and add fuel stabilizer to the gas tank.
- Clean, sharpen and oil garden tools.
- Check that the snow blower is in working order.
- Replace screens with storm windows (if applicable) or lower windows on triple track storm/screen systems.

Heating & Cooling

- Have the heating system serviced.
- Replace the humidifier pad and clean the unit.
- Turn on the water to the humidifier, set the humidistat as required, and open its air damper.
- Turn off the Air Conditioner circuit breaker at the electrical panel.
- Change or clean the furnace filter.
- Turn the on the pilot light to the gas log fireplace and furnace (older model furnaces).
- Water heater-drain water from the bottom spigot until clear of sediment. Flush out the Pressure Relief Valve.
- Replace the batteries to the electronic programmable thermostat.

Interior

- Check weather stripping around windows and doors and repair if necessary.
- Check windows/doors for proper operation and verify they are closing properly.
- Have the fireplace cleaned and check by a Chimney Sweep.
- When changing the clocks back for daylight savings time, replace the batteries to the smoke and carbon monoxide detectors and test operation.
- Vacuum around the detectors and sensors.
- Inspect fire extinguishers.
- Test all GFI outlets by pressing the Test button. The button should pop out and the power to the outlet should go off. Press in the Rest button and the power to the outlet should go back on.