



House Maintenance Checklist

<u>MONTHLY</u>	To Do Date	Date of Comp.
Sink/Tub Stoppers and Drain Holes: Clean out debris.		
HVAC Filters: Inspect HVAC Filters monthly.		
Range Hood: Clean grease filter.		

<u>Every Fall</u>		
Smoke Detector: Test batteries and replace if needed.		
Toilet: Check for leaks and water run-on.		
Interior Caulking: Inspect caulking around tubs, showers, and sinks; replace any if it is deteriorating.		
Clothes Washer: Clean water inlet filters; check hoses and replace them if they are leaking.		
Clothes Dryer: Vacuum lint from ducts and surrounding areas.		
Wiring: Check for frayed cords and wires; repair or replace them as needed.		
Range Hood: Wash fan blades and housing.		
Roof Inspection: Clean out debris.		

<u>EVERY SPRING</u>	To Do Date	Date of Comp.
Roof: Inspect roof surface, flashing, eaves, and soffits; repair if needed.		
Gutters and Downspouts: Clean them out or install no-clean version. Inspect and repair weak areas; check for proper drainage and make repairs if needed.		
Vinyl Siding: Inspect and clean siding and repair if needed.		
Exterior Caulking: Inspect caulking and replace any that is deteriorating.		
Windowsills, Doorsills, Thresholds: Fill cracks, caulk edges, repaint; replace if needed.		
Window and Door Screens: Clean screening and repair or replace if needed; tighten or repair any loose or damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.		
Roof Inspection: Clean out debris.		

<u>YEARLY</u>	To Do Date	Date of Comp.
Main Cleanout Drain: Have a "roofer" professional clean out the main line, particularly if there are mature trees in your yard whose roots could have cracked the pipe in their search for moisture.		
Water Heater: Drain water until it is clear of sediment; test temperature pressure relief valve; clean burner and ports (gas heater).		
HVAC System: Have a professional tune up your heat/air conditioning system.		

I have read and understand Paragon Builders' House Maintenance Checklist. This checklist is a suggested house maintenance annual reminder for tasks that need to be done while owning this house. Homeowners may forfeit warranties if proper maintenance not maintain.

Homeowner

Date

Paragon Builders

Date