

Choice Realty and Management Home Maintenance Checklist

Home Maintenance Checklist	Quarterly	Spring	Fall	Annually
Check roof and chimney for leaks around flashing, skylights or damaged shingles.		X	X	
Check vents, louvers and chimneys for nest and insects.		X	X	
Check gutters and downspouts for leaks and debris.		X	X	
Check for cracks or deterioration in driveways, patios, walkways and foundation.		X	X	
Check siding for damage, warping or rot.	X			
Trim shrubbery around walls.	X			
Check caulking and weather stripping around doors and windows.			X	
Check window and door screens. Patch or replace as needed	X			
Remove debris from around heating/cooling units and base of house.		X	X	
Maintain grading slope away from foundation walls.				X
Check smoke detector/carbon monoxide detector.		X	X	
Remove window air conditioner or protect with weatherproof cover.			X	
Replace or clean air conditioner and furnace filters.	X			
Service heating system and heat pump.				X
Check water heater for leaks. Drain to remove sediment.				X
Check interior and exterior faucets for leaks. Replace or add insulation as necessary.	X			
Check attic for leaks, signs of birds, squirrels, raccoons, etc.	X			
Check insulation and proper ventilation. Replace or add insulation as necessary			X	
Check basement for dampness and leakage after wet weather..	X			
Check for leaks around toilets, sinks, dishwasher, and refrigerator.	X			
Clean refrigerator coils at the rear of the unit.		X	X	
Check all wiring and plugs for wear or damage. Replace as necessary.	X			