

**RECOMMENDED MAINTENANCE SCHEDULE
FOR HOMEOWNERS AND HOMEOWNER ASSOCIATIONS**

MAINTENANCE ITEM	PURPOSE	FREQUENCY	DIFFICULTY	DATE PERFORMED												KEY		
AIR CONDITIONER	Start twice during winter months; keeps mechanical parts from sticking.	2 Y	●															FREQUENCY: Monthly = M Yearly = Y Twice a year = 2Y Four times a year = 4Y Every two years = Y2
BATHROOM CAULK	Seal joints that are subject to being wetted; prevent leaks, dry rot, mold and mildew.	2 Y	▲															
CERAMIC TILE GROUT	Seal grout with silicone based sealer; cracked grout should be caulked with a caulk specifically made for filling grout. Improves appearance, prevents leaks.	Y	■														DIFFICULTY: ● Easy, no special skill required. ■ Some skill required. ▲ Good idea to get instruction on this item from a local home improvement store. ◆ This task should be performed only by a qualified professional.	
CHIMNEY CLEANING	Removes build up of tar and creosote from flue; prevents flue fires.	Y 2	◆															
DOORS	Vacuuming tracks and lubricating hinges and latches keeps operating parts smooth.	M/Y	●														Refer to Homeowner Maintenance Summary for additional details.	
DRAINAGE	Keep drains from backing up and flooding during the rainy season. Make sure debris is removed from ditches and swales. Maintain positive drainage away from buildings.	Y	●															
DRYWALL (CRACKS AND NAIL POPS)	Set nails, caulk and paint. Improves appearance of finished interior wall surfaces.	Y	■															
ELECTRICAL (GFI TEST)	Safety of electrical circuits. Test GFI circuits (kitchen, bath, garage and outdoor) monthly.	M	●															
ELECTRICAL (WIRING)	Elimination of possible fire hazard and open circuits. Within first two years all connections should be checked for tightness.	2 Y	◆															
FENCES (INSPECTION AND REPAIR)	Retains privacy and security. Prolongs useful life of fence. Wrought iron schedule is 4Y.	Y	■															
FURNACE FILTER CHANGE	Helps remove dust and pollen from interior air; improves furnace efficiency; less energy consumption.	2 Y	●															
GARAGE DOOR SYSTEMS	Lubrication promotes smoother, less noisy operation; extends system life. Tighten keepers to avoid sag on one piece doors.	2 Y	●															
GARBAGE DISPOSER	Fill with ice and operate. Cleans and sharpens blades.	M	●															
GROUNDS	Inspect for pavement breaks, heaving sidewalks from tree roots, dry rot at decks and blockage of drainage system. Avoids more expensive repair costs.	Y	■															
GUTTERS AND DOWNSPOUTS	Prevents overflow onto walls; prevents eave leaks; extends gutter life.	2 Y	●															
INSECT CONTROL	Detected and treated early will prevent structural damage; controls annoying pests. If found, treat monthly.	Y	▲ ◆															
IRRIGATION SPRINKLERS	Direct water spray properly. Eliminates excess watering, staining of exterior walls and dry rot of structures.	2 Y	■															
ROOF INSPECTION/MAINTENANCE	Detect and correct conditions that can lead to leaks and premature roof replacement. Be sure to read Chapter Four to learn the process for inspection and repair.	Y	■ ◆															
SINK TRAP CLEANING	Avoids backups and plugged drains; promotes sanitation. Use only cleaners recommended by manufacturer.	4 Y	●															
TRIM AND SIDING	Caulking and painting keeps system water tight; improves appearance, extends major maintenance periods; reduces chances of mold and mildew.	Y	▲															
WATER HEATER (PARTIAL DRAIN)	Extends water heater life; provides more efficient operation; uses less energy.	Y	■															
WINDOWS (TRACKS AND WEEP HOLES)	Keeps windows sliding freely. Avoids water standing in tracks and potential leaks.	2 Y	■															
(SEALS-DUAL PANE)	Appearance, broken seals reduce insulating ability. Replace when foggy.	Y	◆															

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