



# Home Maintenance Guide

*Keeping Your New Home in Excellent Condition*



NATIONAL  
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*America's Premier Inspection Service*

As a homeowner, you can prevent smaller repairs from becoming larger, more expensive ones by conducting regular maintenance checks. Whether you complete them yourself or call your local NPI inspector, this guide will help you keep all of your important information organized and easy to review.

To make your maintenance checks go smoothly, write down the date on which each task was performed in the space provided. Use the last page of this booklet to track repairs and contact information for service professionals.

# SPRING MAINTENANCE



Roof and Attic	Date Checked				
Check your roof. You can walk the roof if you're comfortable, but if not, use a set of binoculars to check for: <ul style="list-style-type: none"> <li>• Damaged or missing shingles</li> <li>• Damaged or missing flashing (rust, raised areas, etc.)</li> <li>• Evidence of water leakage</li> </ul> <i>Note: You should exercise extreme caution when working on or around a roof. Consider hiring a professional to inspect your roof in the spring.</i>					
Check vents louvers, and chimney caps for debris or bird nests.					
Check for tree limbs touching the roof and trim back where necessary.					
Clean out gutters and check for damage and proper attachment.					
Check attic and under eaves for water staining.					
Check attic for proper ventilation and insulation.					

Basement and Foundation	Date Checked				
Check for cracks, excessive moisture, or signs of termites.					
Make sure your sump pump, if present, is functioning correctly.					
Outside, check that downspouts are directing water away from the foundation.					

Exterior Siding	Date Checked				
Check for cracks or spaces in brick, vinyl, or aluminum siding.					
Check for peeling paint on wood siding—spring is the best time for a new paint job.					
Remove any vegetation growing on or against siding.					

Decks, Patios, and Grounds	Date Checked				
Check wooden decks for signs of deterioration like rot, mold/mildew, or insect damage.					
Check patios for signs of settling (uneven pavers, cracks, etc.) and repair as necessary.					

# SUMMER MAINTENANCE



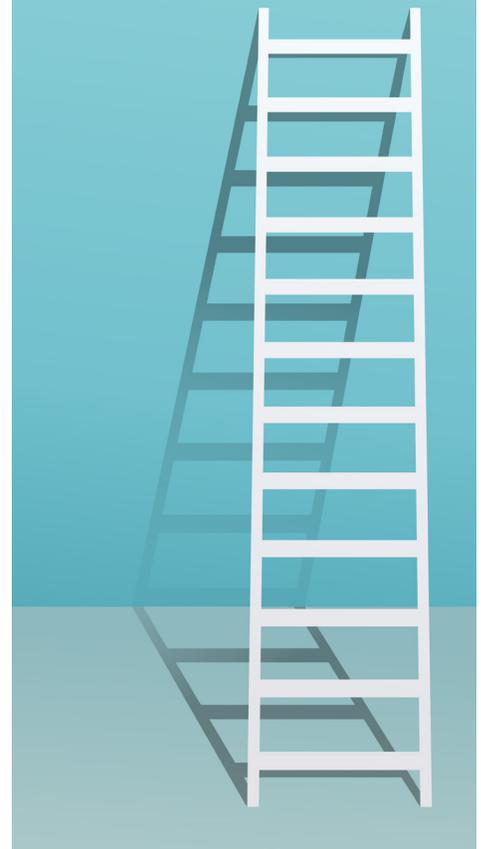
Exterior	Date Checked				
Power wash vinyl, aluminum, and brick exteriors.					
Wash windows.					
Check windows for leaks and re-caulk as necessary.					
Power wash and reseal deck.					
Inspect outdoor play equipment—tighten, reinforce, and repaint as needed.					
Inspect fencing—power wash and re-stain as necessary.					
Fill cracks in driveway and walkways.					

Interior	Date Checked				
Have your air conditioner checked and serviced.					
Test your smoke and carbon monoxide detectors and replace batteries when needed.					
Dust ceiling fan blades and ensure fans are functioning properly.					
Change your furnace filter.					
Clean out faucet traps to prevent mineral buildup.					
Clean the dryer vent and exhaust duct.					

Lawn and Yard Care	Date Checked				
Combat pests in your lawn and garden. Have your yard checked and treated if necessary.					
Aerate your lawn.					
Water your lawn just enough to prevent drought stress. Avoid puddles, which can promote fungal growth.					
Add mulch to flower beds.					
Mow as needed. Aim to cut the top third of the grass to a height of 2-2½ inches.					



Many of your tasks will involve climbing a ladder. Having an even, solid surface to place your ladder on will make all the difference when it comes to stability. You should also inspect the ladder’s feet for any wear and tear that could result in wobbling. Remember, it’s always best to have at least one other person below while you’re up in the air just in case you need assistance.



# FALL MAINTENANCE



Roof and Attic	Date Checked				
Insulate pipes in your home's crawl space or attic.					

Exterior	Date Checked				
Clear debris from window wells, gutters, downspouts, and storm drains.					
Check for broken or cracked glass and damaged screens or storm windows.					
Check walkways, railings, stairs, and your driveway for winter safety concerns.					
Remove bird nests from chimney flues and outdoor electrical fixtures.					
Clean, repair, and store away outdoor furniture.					
Trim tree branches that hang over roof or gutters.					
Drain and shut off exterior faucets and store hoses.					
Seal any gaps where critters could enter.					
Run all gas-powered lawn equipment until the fuel is gone.					

Interior	Date Checked				
Change batteries in all smoke and carbon monoxide detectors.					
Have a certified chimney sweep inspect and clean the flue and check your fireplace damper.					
Check reversing/safety mechanism on garage door operators.					

## What to Do with Raked Leaves

All those raked leaves don't have to go straight into trash bags. Here are a few ideas for recycling them instead:

### Mulch

Put them to work in your garden. Dry, crunchy leaves make great mulch, and won't harbor the types of fungus that stain nearby buildings.

### Donate

We guarantee there's an avid gardener somewhere in your community that would happily take your leaves off your hands. Call your local county or township for options.

### Compost

Adding leaves, sticks, and soil to your compost pile will result in high-quality compost ideal for using in a vegetable garden.



If you choose only one task to complete this fall, make sure it's cleaning out your gutters! Clogged gutters prevent rainwater from draining away from your home. With nowhere to go, water can cause leaks and severe damage to your roof and foundation. That's why it's crucial to clear gutters of leaves, twigs, and debris in the fall and spring.

# WINTER MAINTENANCE



Interior	Date Checked				
Change your furnace filter.					
Reverse ceiling fans.					
Make sure caulking around bathroom fixtures is in good shape.					
Check for cracked or missing grout between wall or floor tiles.					
Check flooring for wear and damage.					
Test smoke alarms.					
Check your home for water leaks by examining ceilings and walls for stains.					



Winter is ideal for completing small, quick DIY tasks throughout your home’s interior. Try completing all of the needed maintenance in just one room at a time. This will keep you focused and allow you to work more efficiently.



Appliances	Date Checked				
Flush and insulate hot water tank.					
Clean your dryer hose and vent.					

Basement, Attic, and Crawl Space	Date Checked				
Check basement for leaks and water intrusion during thaws.					
Check that your sump pump is functioning properly.					

## Create a Winter Preparedness Kit

Be prepared when harsh winter weather hits! Gather some waterproof plastic totes and store a set of these items in your car and another set in your garage for quick access.



- Emergency blanket
- Water
- Portable phone charger
- Chapstick
- Fire-starting supplies
- Hand warmers
- Flashlights with extra batteries
- Matches
- Kerosene heater
- Extra food
- First aid kit
- Battery-powered clock
- Snow shovel
- Salt, cat litter, or sand
- Ice scraper and de-icer

ONGOING

# MONTHLY MAINTENANCE

Complete these home maintenance tasks on a monthly basis to help prevent costly repairs down the road.



- Check HVAC system filters.
- Complete a deep clean on your home's interior.
- Inspect fire extinguishers.
- Test smoke and carbon monoxide detectors.
- Check and clean the kitchen vent hood filter.
- Unclog drains.
- Clean garbage disposal.
- Inspect grout and caulking.
- Check for leaks around sinks and toilets.
- Check your home's exterior, particularly the foundation, vents, gutters, and drainpipes.

**AND FINALLY...** Schedule a

Bi-Annual Home Maintenance

**INSPECTION** with



**NATIONAL  
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Inspecting your home for necessary maintenance should continue long after the home-buying process is complete. Having maintenance inspections performed regularly helps you keep an eye on your home's most important components and stay on top of your home maintenance budget.

For an Annual Home Maintenance Inspection on your home's major systems, call your local NPI inspector today.

### **IMPORTANT CONTACTS**

Use the space provided below to keep track of important contact information for local businesses the next time you need their assistance with questions or repairs. For instance, you may want to include the contact information for your HVAC company, plumber, electrician, painter, and more.

<b>Contact</b>	<b>Phone Number</b>

### **RECORD OF PROFESSIONAL HOME MAINTENANCE**

Track any of your home’s maintenance or services provided by contractors or outside repairmen.

<b>Description of Work</b>	<b>Serviced By</b>	<b>Date</b>	<b>Cost</b>

