



**PEPPER VINER HOMES
HOMEOWNER RECOMMENDED MAINTENANCE CHECKLIST**

Monthly:

- Check/change the filters for the HVAC system
- Test the smoke detectors for proper operation
- Test all GFI outlets for proper operation
- Check all interior and exterior water lines for leaks
- Check around the water heater for leaks
- Check for leaks between tank and bowl and around base of toilets
- Remove and clean the filter for the kitchen exhaust fan, including any grease deposits on the fan housing
- Inspect the springs, rollers, pulleys and other garage door hardware for signs of wear
- Conduct a manual release test on your garage doors
- Check interior and exterior of home for evidence of termites
- Visually inspect fire sprinklers and test the water flow devices on the sprinklers

Quarterly (every 3 months) :

- Lubricate hinges on all doors and locks if needed
- Polish tarnished hardware on all doors
- Lubricate hardware on garage doors; inspect mechanism for free travel. Have any needed repairs done by professionals.
- Clean the weep holes on window and sliding glass door tracks
- Lubricate rollers and latches on windows and sliding glass doors
- Check landscaping for proper drainage
- Check the water pressure regulator valve for proper function; adjust as needed to be within 50-60 psi
- Check cords and plugs of all electric appliances for wear
- Check the aerators at all faucets for proper water flow. If the flow is reduced, clean the aerator screens

Semiannually (every 6 months):

- Inspect countertops for separations at sinks and backsplashes and re-caulk as needed
- Inspect tiled areas for loose or missing grout or caulk and re-grout or re-caulk as needed



- ___ Inspect shower doors for proper fit and adjust if necessary; re-caulk as needed
- ___ Inspect tub and shower enclosures and re-caulk as needed
- ___ Clean out any debris from scuppers, downspouts, and gutters
- ___ Inspect your flat roof, clean off debris and perform maintenance as needed
- ___ Inspect your tiled roof from a ladder or neighboring property for broken or slipping tiles and have repairs made as needed.
NOTE: Only qualified roofers should walk on a tile roof.
- ___ Inspect and adjust or replace weatherstripping around doors as needed
- ___ Check the water hoses for the washing machine and replace as needed
- ___ Inspect exterior doors for cracks and peeling paint or sealer; re-seal or re-paint as needed
- ___ Inspect exterior caulking where dissimilar materials meet and re-caulk as needed (e.g., wood/stucco, window frame/stucco)
- ___ Check exterior wood (posts, beams, gate rails, etc.) and re-paint or re-seal as needed
- ___ Reseal granite countertops

Annually (every 12 months):

- ___ Check the operation of the plumbing shut-off valves by closing and then reopening
- ___ Replace the batteries in all smoke detectors
- ___ Replace the batteries in all thermostats (if applicable)
- ___ Drain sediment from the bottom of the water heater per directions from the manufacturer
- ___ Drain and clean tankless water heater as per directions from the manufacturer
- ___ Check the primary and secondary condensate lines and clear any Obstructions
- ___ Have the septic system inspected at least every 1-2 years and pumped every 3-5 years depending on your water usage

Seasonally:

Spring:

- ___ Check the operation of the air conditioning system and adjust supply registers as needed; have a qualified HVAC technician perform maintenance as needed
- ___ Check your drip irrigation system to make sure the timer is working properly and the lines are not clogged



Fall:

- ___ Check the fireplace flue and chimney/vent for proper function
- ___ Check the operation of the furnace and adjust supply registers as needed; have a qualified HVAC technician perform maintenance as needed
- ___ Check exposed water lines and drip irrigation systems for protection from freezing weather
- ___ Adjust exterior door thresholds as needed; check the caulking under the thresholds and re-caulk as needed