



# My Home Maintenance Schedule

**A well-maintained home is a safer, less problematic home. Here are some suggestions to help you build a maintenance checklist and schedule for where you live.**

## Monthly or as needed

- Keep all doorways, hallways and stairs free of clutter
- Keep all indoor and outdoor stairs slip-proof, well lit and in good condition
- Check door locks and handles to be sure they're in good working order
- Check outdoor lights and replace bulbs as needed
- Keep walkways, paths, steps, entrances and the driveway clear of leaves, debris, snow and ice
- Mow the lawn and trim shrubs, making sure bushes don't obscure windows or doorways
- Empty the clothes dryer's lint filter after each use
- If on a well water system, check and change filters and add salt to the water conditioner as needed
- Run a monthly test of the home security system

Notes: \_\_\_\_\_  
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## Every 3 to 6 months

- Clean windows
- Inspect and clean gutters, downspouts and eaves
- Check indoors and outside for signs of pests, such as termites or rodents — call an exterminator if needed
- Check sinks, tubs and toilets for leaks
- Clean the clothes dryer's metal- or flexible-tube venting system
- Replace HVAC filters every three months or sooner, according to the manufacturer's rating

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## My Home Maintenance Schedule (continued)

### Every 6 to 12 months

- Install or remove window air conditioners, or have the central air system inspected and tuned
- Look for dead or rotting trees or branches that could fall on the home — call a tree specialist for removal help if needed
- Clean and/or store lawn furniture, barbecue grills, water hoses, planters and other outdoor items
- Check that winter equipment (such as a snow blower) is in working condition and buy salt, sand and a snow shovel if needed
- Have oil and/or propane tanks checked and filled
- Change the batteries in all smoke and carbon monoxide detectors. (A good reminder is to do this when the clocks change in the spring and fall.)

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### Annually or as needed

- Tidy the basement and attic as needed
- Tidy the garage, shed or carport as needed
- Check and repair broken or uneven pavement on stairs and walkways, and on the patio, deck and/or driveway
- Hire a professional to inspect the roof for leaks, loose shingles and debris
- Weatherize as needed with insulation, weather stripping and caulk — especially around windows and doors and in the basement and attic
- Maintain a supply of household items, including light bulbs and batteries
- Inspect and clean fireplaces and/or wood stoves, stock up on firewood and hire a chimney sweep to clean the flue

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