

## Quick Reference Guide To Maintenance

Recommended homeowner maintenance

This checklist is not necessarily all inclusive.

## Forest Knoll

	Year 1 Months												Year 2 Quarters				Year 3 Quarters				Year 4 Quarters				Year 5+ Quarters			
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>INTERIOR ITEMS</b>																												
Replace furnace air return filters																												
Test & clean smoke detectors																												
Test GFI receptacle/breaker																												
Check & maintain ceramic tile & marble, grout/caulk joints at all wet areas as well as shower surround seals & joints																												
Clean whirlpool tub system by running dishwasher soap & bleach solution through it.																												
Inspect heat recovery ventilation filters & clean if necessary																												
Check sump pump for operation																												
Flush water heater & verify operation of pressure relief valve																												
Check & maintain shower surround seals & joints																												
Check/clean range hood filter																												
Disinfect sump basket with bleach solution																												
Check dryer vent exhaust for blockage & ensure connection																												
Check washing machine hose & connections for cracks & leakage																												
Drain & flushout hot water heater & verify pressure relief valve is working																												
Check & maintain caulk seals between countertops & walls																												
Have air conditioning & heating systems serviced by a professional																												
Verify HVAC condensate drain is flowing freely while air conditioner is running																												
Clean out "weep holes" under patio door tracks																												
Inspect, adjust & maintain door sweeps & weather stripping																												
Have gas fireplace professionally inspected (after 1 year)																												
<b>EXTERIOR ITEMS</b>																												
Winterize all exterior hose bibs																												
Check weather-stripping & door sweeps & adjust/replace as needed																												
Remove leaves, snow, & debris from all window wells																												
Remove ice build-up, & snow buildup from roof to prevent leakage																												
Remove winter salt accumulations from garage slab & sidewalks																												
Inspect the condition of all exterior paint & caulk & replace as needed																												
Clean gutters & downspouts																												
Inspect & maintain the flow of all swales, & drainage inlets & outlets																												
Pressure wash entire exterior siding & brick																												
Inspect & clean flue: use qualified expert to check & maintain caulk seal around flue & plumbing vent																												
Check garage door opener's sensor & beams for proper operation																												
Seal coat asphalt driveway																												
Lubricate tracks & rollers on overhead doors																												

**NOTE: Shaded areas indicate the period in which maintenance should take place. Mark areas with an 'x' when maintenance is completed.**