

Annual Checklist

❖ ATTIC

- Check attic vents to ensure that soffit vents are not blocked with insulation and move insulation back to its original location if there are voids on the attic floor.
- Check inside attic for signs of roof leaks. Be extremely careful not to damage or disturb electrical wiring or plumbing pipes that may be in the attic.

❖ CABINETS

- Check drawers and hinges for proper alignment. Tighten and adjust as needed.

❖ CAULKING

- Recaulk all areas originally caulked by builder, especially windows and doors.

❖ DOORS

- Tighten all bolts on garage door.
- Check and repair or replace weather stripping on exterior doors as necessary.
- Check and tighten door hardware and lubricate as necessary.
- Check the fit of exterior doors at their thresholds. Many designs are adjustable.

❖ WINDOWS

- Check all windows for gaps in caulking on the exterior of the house.

❖ AIR CONDITIONING SYSTEM

- Have HVAC Contractor perform annual maintenance check-up.

❖ FIREPLACE

- Inspect chimney for nests.
- Have chimney professionally cleaned as necessary.

❖ PLUMBING

- Remove water heater residue following instructions in the
- Plumbing Fixtures Section of this Manual.

❖ PRESSURE CLEANING

- Clean roof tiles and asphalt shingles (where applicable) of mildew and dirt as necessary.
- Clean pool deck and reseal as necessary.
- Clean pavers, driveways and walks as necessary.