

Every Month Checklist

❖ AIR CONDITIONING AND HEATING

- Check air filters and clean or replace as necessary.
- Vacuum air supply and air return registers to remove dust and lint.

❖ FIRE EXTINGUISHERS

- Check fire extinguishers to ensure that they are fully charged.

❖ GARBAGE DISPOSAL

- Clean disposal blades by grinding up ice cubes. Freshen it with baking soda and by grinding up citrus fruit rinds.
- Test and reset Ground Fault Circuit Interrupters (GFCI) breakers.

❖ INTERIOR CAULKING

- Check for cracks or separations in caulking around sinks, bathtubs, toilets, faucets, ceramic floors, window sills, and any builder

❖ RANGE HOOD FAN

- Clean or replace dirty filter.

❖ SMOKE DETECTOR

- Test smoke detectors.
- Clean and/or vacuum.

❖ SPRINKLER SYSTEM

- Adjust sprinkler heads for proper coverage.