

Every Six Months Checklist

❖ CABINETS

- Clean and apply a light coat of wax to wood finish cabinets.

❖ CAULKING/PAINTING

- Check all areas originally caulked by the builder, especially exterior windows and doors.
- Check exterior paint and stain surfaces (especially stained doors) and refinish as needed.

❖ DOORS

- Check screws on door lock set and hardware and tighten as necessary.
- Lubricate bi-fold and by-pass doors as necessary.
- Clean sliding door track and apply silicone spray to tracks as necessary. Caution
- Only use a silicone lubricant; oil will cause the rollers to deteriorate. Take the necessary steps to protect adjacent flooring from the silicone, as it may discolor. Oil moving parts of the garage doors.

❖ ELECTRIC

- Check electrical extension and appliance cords. Replace frayed or split cords.

❖ EXTERIOR FINISHES

- Check for cracks and voids in exterior caulking and re-caulk as necessary. Follow the maintenance instructions contained in the painting section of this manual.

❖ ROOFING

- Visually inspect roof from the ground for broken or missing tiles or shingles and gaps in flashing.
- Check and clean gutters and downspouts, if installed.

❖ AIR CONDITIONING SYSTEM

- Have HVAC Contractor perform seasonal maintenance check-up.
- Ensure that air supply registers are not blocked by rugs, draperies and furniture.
- Make certain the concrete foundation that the A/C unit sits on is level.
- Remove excess leaves from vents.

❖ PLUMBING

- Check water supply lines and valves to sinks and toilets. Tighten if loose or leaking.
- Clean out faucet aerators, spray nozzles and drains.
- Check pipes and drains for water leakage.

❖ WINDOWS

- Check sills for caulking cracks or separations and re-caulk as necessary.
- Check weather stripping around windows and repair or replace as necessary.
- Check windows for smooth opening and closing operation. Clean tracks and lubricate as necessary, using silicone spray.
- Inspect window screens and repair or replace as necessary.

❖ SMOKE DETECTORS

- Test detector and change the battery if needed.