

Checklists are general guidelines, only.

Refer to owners' manuals for specific recommendations and procedures.

(Check off when completed)

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Quarterly Checklist Items:

Summer Fall Winter Spring

| | | | | |
|---|--|--|--|--|
| Clean & flush water heater. Removing sediment from tank bottom should extend service life of unit. | | | | |
| Test all smoke and carbon monoxide detectors. | | | | |
| Change furnace filter to help maintain unit efficiency and cleanliness. | | | | |
| Test GFCI outlets with test buttons. Replace outlets that do not trip as they are possible hazards. | | | | |
| Test garage door safety reversing systems (Electric eye, if applicable, & pressure sensitivity) | | | | |
| Check fire extinguishers for content, safety pin integrity and other physical damage. | | | | |
| Replace and/or refill fire extinguishers following manufacturer recommendations | | | | |
| Check water softener salt. Add salt if necessary. If necessary, remove salt bridge. | | | | |
| Replace water filtration cartridges in all systems -whole house system, sinks, refrigerator,etc. | | | | |

Annual Checklist Items:

Year: _____

Enter Date completed

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|---|--|
| Contact a licensed HVAC contractor for annual cleaning & inspection of furnace, heat exchanger, air conditioner, humidifier, etc. Takes notes for any ongoing specific maintenance requirements. Keep all receipts. | |
| Check all exterior vented flues, dryer vents and fresh air vents for condition, obstructions, damage, loose, missing/corroded parts, etc. Replace/repair as necessary (Consult with HVAC tech during annual service call) | |
| Operate/exercise all water supply valves. Turn off & drain outside valves in the fall to protect against freezing. | |
| Clean & check gutters for proper slope. Check downspouts/extensions for security of joint & house attachments. Ensure water routes a minimum 5-10 ft from foundation. Test buried drains for function & flow. | |
| Check all windows & doors for proper operation/binding, weatherstripping, damage/broken/cracked glass, etc. See our Sept 2005 newsletter "Choosing Insulation" at phiinspect.com for weatherstripping/insulation ideas. | |
| Check plumbing fixtures & piping for security, leaks and/or damage. Ensure secure attachment of toilet to bathroom floor. Monitor/repair as necessary. | |
| Check all walking & driving surfaces for open joints, settling, cracks, spalling, etc. To reduce settling potential, seal surfaces at cracks and/or where they meet stoop/structure. Ensure walking surface has proper sub support. | |
| Check siding, fascia & trim for damage, loose, missing parts. Check for signs of past/present leakage. Ideally, the siding is 6-8 inches above the ground, 12-15 inches from plants/shrubs. Check for decay, paint peeling, etc. | |
| Check roof for loose, damaged and/or missing surfaces. Check areas requiring flashing such as: plumbing vents, roof vents, sky lights, for cracked/missing flashing. Check asphalt and/or caulk for cracks/integrity. Trim trees away from roof. Ensure no rubbing of roof surfaces. Ensure no changes to overall flatness of roof deck. | |
| Check grounds adjacent to structure for erosion, lack of proper grade slope. Proper grade slope should be 5-10 ft 1/2" to 1" per foot away from structure. Check retaining walls for movement, erosion, leaning, settling, etc. | |
| Check window wells for 8-10" of granule fill & plant infestation. Remove debris from window well. | |
| Check for bug infestation, especially below areas prone to moisture such as below water spigot outlets. | |

Retain maintenance logs with manuals, receipts, pictures, etc. to verify house maintenance and/or upkeep.

Questions? Go to phiinspect.com, click "Post Inspection Support", then email your question.