



**1-800-222-4301**

## **MAINTENANCE** Reference Guide



## MAINTENANCE GUIDE

Home operation and maintenance can prove to be quite easy if we understand what needs to be done and perform all of the required maintenance on time.

Caution should be used when attempting to follow any or all of these maintenance tips. Only perform these operations if you have the know-how and proper skill to take on these tasks. Remember to follow all manufacturers' instructions, disconnect the utilities and if you have questions consult a *professional*.

**Heating System** Have a qualified professional service the unit to prepare the unit for the heating season. System should be cleaned and oiled if required. Oil system can shut down if they misfire.

**Registers** Adjust dampers to switch from cooling to heating. As hot air rises, adjust your dampers to release the hot air closer to the floor and the main level of the home. Adjust as necessary to maintain a comfortable temperature in all rooms.

**Baseboards** Hot water baseboard systems require air to be released from the system. Circulators must be oiled annually.

**Water Heater** Have a qualified professional service the unit along with the heating system. Two gallons of water should be drained from the bottom of the tank to prevent noise and increase the life of the tank.

**Gutters** Clean gutters regularly to prevent excessive build-up of leaves and debris that can clog the gutters and cause standing water to misalign the gutters causing further problems with water spilling over the gutters.

**Roof** Inspect the roof from the ground for any damage. Trim back any tree branches or tall bushes in contact with the roof to prevent localized deterioration.

**Chimney** Inspect the chimney for cracks, damage to the cap, flashings, and crickets (small gable roof installed behind the chimney), and any signs of nests or infestation.

**Sump Pump** Ensure that the pump is plugged in and working properly. By lifting the float to turn on the pump, the pump should pump water out of the sump hole far enough away from the foundation to prevent the water from coming into contact with the foundation.

**Exterior Trim, Soffits, Rake board, Fascia, Posts, Windows** Check for deterioration, holes, missing paint, missing or broken glazing. Repair any problems noted with caulk or glazing.

**Exterior Grade** Check that the grounds slope away from the foundation to move any water away from the foundation. Also check to make sure that the siding is not in contact with the earth. There should be a gap where the foundation is visible between the siding and the earth.

**Basement** Check for any leaks, cracks, movement, rot, or mildew. Repair as necessary.

**Exterior Hose Connections** Close the shutoff for any exterior hose connections to prevent freezing and possible pipe breaks in the winter.

**Hoses** Remove all exterior hoses from the connections to prevent freezing in the winter.

**Clothes Dryer Vent** Clean the lint from the dryer vent and make sure that all connections are properly attached. The dryer vent should be discharging to the exterior of the house.

**Bathtubs/Shower** Check that all tiles, tubs, and enclosures are properly caulked and attached to prevent water from seeping behind the tiles.

**Garage Door** Tighten all bolts and screws and lubricate the moving parts.

**Fireplace** Check flue, damper, and firebox. A chimney sweep needs to clean the chimney of soot and creosote and to inspect the inside of the chimney for any damage or cracks.

**Sprinkler System** A sprinkler professional needs to properly drain and blow out all underground water lines to prevent them from bursting.

**Room/Window Air Conditioner** Remove the room/window air conditioner or install a cover. Follow manufacturer's instructions.

**Swimming Pool/Hot tub** Have the pool/hot tub serviced and closed for the season.

**Driveway/Sidewalks/Walks** Inspect the driveway/sidewalks/walks for cracks, raised sections, and missing pieces and have any safety hazards repaired.

**Trees/Shrubs/Vegetation** Trim trees and shrubs from getting too close to the house and consider having a tree surgeon cutting away any tree deadwood to keep the trees healthy.

**Attic** Inspect attic for adequate insulation and add additional insulation if necessary for comfort.

**Smoke alarms, carbon monoxide detectors, and fire extinguishers** Replace all batteries and check that all levels and gauges are in the correct positions and none have expired.