



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.

Grading And Drainage

- Inspect site for erosion and deterioration of established swales and berms. Re-establish proper grades as necessary.
- Inspect yard drains for blockage.

Interior Caulking

- Check for cracks or separations in caulking around sinks, bathtubs, toilets, faucets, countertops and backsplashes, ceramic walls, resilient and ceramic floors, windowsills, and any other areas originally caulked by your builder. To repair these areas, use an appropriate caulking compound and follow the caulking instructions in the Interior Walls and Ceilings and Plumbing Fixtures portion of the Maintenance section of this Manual.

Plumbing

- Check for leaks on water supply lines and valves to sinks and toilets.
- Check pipes and drains for water leakage.

Range Hood Fan

- Clean or replace dirty filter.

Roofing

- Check gutters and valleys, and clean off any leaves or debris buildup.

Smoke Detector

- Test smoke detectors.
- Clean and/or vacuum detector openings as necessary.

Windows

- Vacuum tracks and make sure weepholes are open and clean.