

MAINTENANCE ITEM	PURPOSE	FREQUENCY
Air Conditioner	Start twice during winter months; keep mechanical parts from sticking. Have unit professionally serviced annually.	Twice per year
Bathroom Caulk	Seal joints that are subject to being wetted; prevent leaks, dry rot, mold and mildew. Remove and replace caulking as needed.	Twice per year
Decks and Deck Drains	Inspect deck surfaces for cracks in coating, loose boards and surface sealers. Minor maintenance and repairs extend deck life. Check and clean drains monthly during rainy season to prevent drains from backing up and flooding the deck.	Yearly
Doors – Sliding & Hinged	Vacuum tracks and lubricate hinges and latches to keep operating parts smooth	Monthly / Yearly
Drainage – Exterior	Make sure debris is removed from ditches and swales. Maintain positive drainage away from buildings to keep drains from backing up and flooding during the rainy season.	Yearly
Dryer Vents	Check and clean as needed to prevent accumulation of lint. If equipped with a lint trap behind the dryer, check and clean.	Yearly Monthly
Drywall (Cracks and nail pops)	Set nails, caulk and paint. Improves appearance of finished interior wall surfaces.	Yearly
Electric (GFCI Test)	Test GFCI/ARC Fault circuits for safety of electrical circuits.	Monthly
Fences	Wood: Check yearly; paint every 2 years to prolong useful life and maintain appearance. Wrought Iron: Check regularly; paint yearly to prolong useful life.	Twice per year Yearly
Furnace Filter Change	Change or clean regularly to help remove dust and pollen from interior air and improve furnace efficiency.	Twice per year
Garage Door Systems	Lubricate to promote smoother, less noisy operation; extends system life.	Twice per year
Garbage Disposer	Fill with ice and operate. Cleans and sharpens.	Monthly
Grounds	Inspect for pavement breaks, heaving sidewalks from tree roots, dry rot at decks and blockage of drainage system. Avoids more expensive repair costs.	Yearly
Grout	Seal grout with silicone based sealer; cracked grout should be caulked with a caulk specially made for filling grout to improve appearance and prevent leaks.	Check regularly Re-caulk yearly
Gutters and Downspouts	Check before rainy season and monthly during rainy season to prevent overflow onto walls, prevent eave leaks and extend gutter life.	Monthly during rainy season
Insect control	Detected and treated yearly will prevent structural damage; controls annoying pests. If found, treat monthly.	Yearly
Irrigation Sprinklers	Direct water spray properly. Eliminates excess watering, staining of exterior walls and dry rot of structures.	Twice per year
Paint – Interior	Flat: Maintain for appearance. Repaint as necessary or after 10 years. Enamel: Maintain for appearance. Repaint as necessary or after 10 years.	Every 10 years
Paint – Exterior	Stucco: Repainting should be done every 5 to 10 years. Overhangs & sheet metal: Repaint every 5 years or as necessary to maintain. Facia/Plantons: Repaint every 3-4 years to maintain appearance. Stained doors: Should be re-finished every 6 months or as needed to maintain.	Every 5-10 Years Every 5 Years Every 3-4 Years Twice per year
Roof	Detect and correct conditions that can lead to roof leaks and premature roof replacement. Have roof professionally inspected every 5 years or if any leaks occur.	Yearly Every 5 years
Water Heater	To prolong life of water heater, accumulated sediment should be removed from tank. Extends water heater life; provides more efficient operation; uses less energy.	Yearly
Tankless Water Heater	As recommended by manufacturer	
Weather proofing	Check yearly and replace when necessary. Reseal thresholds.	Yearly
Windows (tracks and weep holes)	Clean tracks to keep windows sliding freely. Clean weep holes to prevent leaks. Inspect for broken window seals on dual-pane windows.	Monthly Annually