



## SEWER/SEPTIC

- ☐ Locate sewer clean out or septic tank access hatches and record locations.
- ☐ Remove the clean out plug and run water (and possibly a snake if you have one) through the sewer drain piping to ensure unobstructed flow. Tell others in the home to hold off using any plumbing during this service 😊.
- ☐ For septic systems, locate the leach field switch valves and record locations.
- ☐ Switch the leach fields on an annual basis.
- ☐ Have septic tank pumped and inspected every five years.

## DRYWALL FINISHES

- ☐ Inspect drywall surfaces for cracks and joint separations. These usually occur at door or window openings or around hallways and stairs.
- ☐ Monitor drywall cracks for movement over time. Most cracks are caused by normal movement from wood frame dry-out, settling, expansive soils etc. and are not usually indicative of major structural problems.
- ☐ Cracks can recur so repair to your desired aesthetic level as budget permits.

## EXTERIOR FINISHES

- ☐ Annually check exterior siding and trim for splits, cracks, gaps, flaking paint, holes and other visual damage. Probe around windows and trim for softness from water damage.
- ☐ Repair failing exterior paint early in order to prevent damage to trim, windows and doors through water entry at hard-to-see microcracks.
- ☐ Keep trees, shrubs, tools, materials and anything that might cover or be placed against the siding away from the exterior walls by at least 18". This allows visual and physical access and prevents rodent nesting and other damage.
- ☐ Caulk minor trim gaps to prevent water entry.
- ☐ Touch-up/protect any exposed, bare wood right away.
- ☐ Remove insect nests and cobwebs regularly
- ☐ Wash the exterior annually to remove dust accumulation

## WOOD DECKS

- ☐ Inspect for any raised lifted nails flat grain or splintery boards. Repair if needed.
- ☐ Inspect deck stairs and railing for rotted sections or earth contact and repairs if needed.
- ☐ Inspect general condition of deck. Recommend clean and re-refinishing deck every five years.
- ☐ Expected life is 18 years. Plan to replace prior to failure.

## MASONRY DECKS (Brick, Aggregate, Stone, Concrete)

- ☐ Inspect for cracked areas, loose stones or deteriorated divider joints and repair as needed.
- ☐ Check for trip hazards. Repair if needed.
- ☐ Inspect for damaged or missing pool coping-caulk. Recommend new caulking if needed.
- ☐ In heavily used or dirty areas recommend additional pressure or other cleaning and sealing as needed.

## OUTLETS, LIGHTING and SWITCHES

- ☐ Tighten loose cover plates as needed.
- ☐ Test all switches and run dimmers through full range of motion. Replace as necessary.
- ☐ Test all Ground Fault Circuit Interrupters. Replace as necessary. Replace GFCI's every five years prior to failure.
- ☐ Clean webs and dust from the surface of light fixtures
- ☐ Test all light fixtures and replace bulbs as needed.
- ☐ Check all exterior waterproof outlets and cover plates. Repair as necessary.

## WINDOWS and SLIDING DOORS

- ☐ Fully operate the window units and test all locks.
- ☐ Inspect the window glass or IGU's for breakage or failure. Failure of an IGU is indicated by fogging or discoloration of the view. Replace as needed.
- ☐ Tighten locks and hardware as needed.
- ☐ Lubricate all slides, latches, locks and other hardware.
- ☐ Note any defective screens. Repair if needed.
- ☐ Adjust and repair any damaged weather-stripping.