



ROOF

- ☐ Use extreme caution and proper equipment when working on the roof and from ladders.
- ☐ Remove loose debris, leaves, pine needles, etc. from roof surfaces. Steep, delicate, breakable roofing may require a professional roofer for this service.
- ☐ Remove impacted debris and moss especially at ends or between shakes, shingles or around chimney crickets and flashings.
- ☐ Trim all tree limbs away from any contact with the roof. Consult with an arborist as necessary to assess risks and safely remove precarious overhanging limbs.
- ☐ Check for open joints or failures in sheet metal flashing, vent seals, chimney saddles or roof jacks.
- ☐ Inspect for roof damage: curling shingles, blisters, missing shingles, sloughing aggregates, broken tiles/slates etc. A powerful zoom lens is helpful for this if the roof is slippery, steep or otherwise unsafe.
- ☐ Apply moss killer or install zinc/copper moss shields if needed.
- ☐ Tighten any loose guy wires, antennas or other roof attachments.
- ☐ Have a professional assess remaining roof life and plan to replace prior to failure.

GUTTERS and DOWNSPOUTS

- ☐ Use extreme caution and proper equipment when working on the roof and from ladders.
- ☐ Clean out loose gutter debris frequently and do not allow debris to remain or decay in the body.
- ☐ Flush out each downspout to determine free flow.
- ☐ Adjust any splash blocks to direct water away from the house.
- ☐ Check downspout hangers, straps and connections.
- ☐ Inspect for gutters for improper slope, sags, rust-through, leaky joints, standing water and make corrections if needed. Slope to drain. Do not allow standing water in the gutters.

- ☐ Add filter screens at gutter downspout openings, especially if the downspouts are connected to an underground drain system. If system is exposed to heavy debris, clean every three months or more as needed.
- ☐ Inspect gutter system for any rust. Visual rust on the underside of gutters is an indication of immanent failure.
- ☐ The expected life of roof gutters and sheet metal should be matched and equal to the life expectancy of the roofing material. Plan to replace with any roofing change or prior to complete failure.

AIR CONDITIONER SYSTEM

- ☐ Turn off power to system.
- ☐ Clean all debris out of compressor unit and wash dust out of compressor coil fins. Clear weep holes at interior of unit so rainwater will drain out properly.
- ☐ Check that unit has proper clearance, is level and fan is not loose, unbalanced, bent or noisy.
- ☐ Check thermostat, change battery, clean housing
- ☐ Newer compressor fan motors require no lubrication.
- ☐ Start unit and test operation.
- ☐ Check temperature drop at registers. If temperature drop is weak, have the system professionally inspected and recharged of coolant if needed.
- ☐ Locate and ID condensate main drain and overflow lines. Clean condensate lines and refill traps prior to start up.
- ☐ If furnace/AC system is in the attic, check to see there is an overflow drip pan properly installed and that it is in good condition.
- ☐ Expected A/C compressor life is fifteen years. Replace prior to failure.

VENTILATION SYSTEMS

- ☐ Inspect all attic and foundation/crawl space vent screens, including gable vents and roof eyebrow/ridge vents for damage or obstruction. Replace or repair any damaged screens immediately to prevent vermin entry.
- ☐ Clean and lubricate all bath, attic and utility fans. Also, test any timers or thermal controls and switches for proper operation.
- ☐ Inspect the cooktop hood, fan and filter system. Clean interior surfaces and filters monthly or as needed.
- ☐ Check and clean interior of any HRV system and clean/replace filters monthly or more often as needed.

MAIN WATER SUPPLY and EXTERIOR HOSE BIBBS

- ☐ Locate main water shut-off and mark/record location for future.
- ☐ Check and operate the main water shut-off valve for the house and inspect for accessibility and leaks.
- ☐ Trim back vegetation and/or remove other obstacles blocking easy access to the valve.
- ☐ Inspect and operate all hose bibs, checking for leaks or broken handles.
- ☐ Insulate any exposed water pipe to properly protect against freezing in your location.
- ☐ Remove any hoses from the exterior hose bibs and install insulation boots prior to the onset of freezing weather.
- ☐ Test water pressure and repair if too high or too low. Ideal is 50-70 psi. Install or adjust a water pressure regulator as needed.
- ☐ Change filters and O-rings in your whole-house water filtration system at least annually.

WATER FILTERS

- ☐ Check dispenser for pressure and flow.
- ☐ Check water-filter expiration date and replace cartridge as needed.
- ☐ Central filtration or purification systems may require annual or more frequent servicing and filter changes. Follow recommended maintenance procedures of manufacturer.