



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 imminent 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.

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.
- ☐ Keep soil, away from the exterior walls by at least 4". This allows visual and physical access and prevents termite and other damage.

TANK WATER HEATERS

- ☐ Check age and install date of unit. Tank units ten years or older should be proactively replaced while still working.
- ☐ On low-cost units, replace anode rod with new at five years. This will need to be done by professional.

- ☐ Inspect hot water recirculating pump and unplug prior to service or anytime water is turned off to the house. Be sure to power up again after service and reset timer.
- ☐ Attach hose to the lower drain and remove five to ten gallons of water to flush out loose sediment every six months
- ☐ Check and clear top of tank and flue connection and remove any obstructions. Do not use top of tank as a shelf.
- ☐ Check that seismic straps are properly installed and secure.
- ☐ Check and tighten bond wire to hot and cold lines as needed.
- ☐ For better service, install a larger size ball-cock drain valve to replace factory drain.
- ☐ Inspect for rust or leaks at plumbing nipples, in burner chamber, and at drain valve.
- ☐ All exposed water piping should be insulated.
- ☐ Inspect the emergency temperature/pressure relief valve for leakage. It should not need testing.
- ☐ Test run hot water and smell for sediment and odors. If hot water smells bad, recommend replacing anode rod with zinc model.
- ☐ Expected life of tank water heaters is ten years. Replace prior to failure.

HARDSCAPE/DRIVEWAY

- ☐ Inspect driveway for damage after each winter.
- ☐ Patch any holes or low areas prior to rains.
- ☐ Monitor for tree root damage and block roots if indications arise.

FIRE EXTINGUISHERS

- ☐ Confirm and note presence and location of fire extinguishers. At least two in each home with a garage.
- ☐ Check to make sure they are charged properly.
- ☐ Replace or recharge any discharged units.

EMERGENCY PREPARATIONS

Create an emergency kit that will support you and your family for at least a week without power, water or food.

- ☐ Inspect and rotate fresh food, water and batteries into the kit.
- ☐ Attend local emergency planning meetings for your community.
- ☐ Rehearse the family emergency plan.

FIRST AID KIT

Establish a customized first aid kit just for your family. Extra prescription medications as well as the typical band-aid and ointment materials.

- ☐ Check the kit annually and refresh the inventory with new parts to replace those used or expired during the year.