



FEBRUARY

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.

DEMAND WATER HEATERS

- Circulate cleaning solution through the system for one hour, then flush clear. Follow specific manufacturers service instructions.
- Inspect all water and gas lines for leaks and rust.
- All water lines should be insulated.
- Keep the unit from obstructions.
- The expected life of demand water heaters is twenty years or longer if maintained properly. Plan to replace unit prior to failure.

FIRE SPRINKLERS

- Fire sprinklers are permanently plumbed into your main water supply. If you have a fire sprinkler system you will need to have the system inspected by a certified fire inspector on a regular basis. Contact your local building department for direction. ATTIC

MOLD AND MILDEW

- Practice good housekeeping that removes mildew spores. Weekly vacuuming and cleaning will help reduce mold levels. Mild bleach solutions and most tile cleaners are effective in eliminating or preventing mold growth. Solutions are available from local paint or home improvement stores. Wear protective eyewear and rubber gloves for this task. Follow the manufacturers warnings and directions, the chemicals that remove mildew are also unhealthy to humans.
- 1x per week:** Inspect for leaks on a continual basis. Look for any drywall discolorations or wet spots and especially around or under sinks, toilets, tubs, washers and showers. Repair any leaks promptly.
- 2x per year:** Inspect condensation pans (refrigerators and air conditioners) for mold growth.

CENTRAL VACUUM

- Inspect motor and electrical connections.
- Test operation of all remote locations for suction and proper operation. Clear obstructions as needed.
- Empty holding tank and clean filter monthly or more often as needed.
- Tighten and adjust mounting hardware as needed.
- Expected life is 14 years. Plan to replace prior to failure.

OUTLETS, LIGHTING and SWITCHES SP/FA

- 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.

ELECTRICITY

- Inspect power mast from ground.
- Locate and test operation of main power shut off. Make sure it is safe to interrupt power to house first.
- Have any back-up power generator serviced and tested once per year.

DOORS

- Check swing and close tolerances. Adjust or make repairs if needed.
- Tighten all knobs, screws and hardware.
- Check doorstop. Tighten if needed.
- Lubricate hinges.
- Test latch and strike and repair as needed.
- Adjust and straighten any weather-stripping. Repair if damaged.
- On exterior doors check bottom sill and threshold for damage. Repair as needed.
- On door to garage from interior, adjust closer to close door per fire code.
- Lubricate all locks and test.