HPM
HOME PRSERVATION MANUAL

Maintenance Checklist

MARCH

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

FAUCETS and ANGLE STOPS

- ☐ Check all faucets for leaks and drips both above and below the sink.
- ☐ Inspect cabinet boxes below valves/traps for signs of leakage. Repair leaks, worn washers or faucet cartridges as needed.
- ☐ Operate and inspect angle stops for leaks or faulty operation. These can corrode in place if not operated frequently, then begin to leak once used. Replace or repair any leaking angle stop valve.
- ☐ Tighten all faucet handles and adjust tub/sink stoppers to operate properly. Note: some sink systems no longer have stopper functions.
- ☐ Remove and clean the faucet aerators at the spout. Heavy sediment may indicate need for whole house filter system.
- ☐ Check for low water pressure or slow hot water arrival. Recommend repairs for either occurrence.
- ☐ Good housekeeping calls for cleaning all bath/kitchen faucets and hardware with soft cloth every week.

SHOWER and TUB VALVES

- ☐ Inspect valves and test for leaks and smooth, free-flowing operation. Replace washers and cartridges as needed.
- ☐ Inspect for loose hardware and tighten as needed.
- ☐ Test each fixture for low water pressure.
- ☐ Test shower head(s) and remove any sediment or calcium blockages. Get professional help for any blockage that cannot be cleared.
- ☐ Test tub-stopper and adjust as needed.
- ☐ Re-caulk areas where tub/wall joints have deteriorated or gone missing.

TOILETS

- ☐ Physically rock each toilet to see if it is loose. If so, remove the toilet, inspect the subfloor for damage, replace the toilet with a new wax seal and bolt firmly to the floor. Do not overtighten. Overtightening can break the base of the toilet. Read up on this process before attempting. Call a pro if in doubt.
- ☐ Carefully remove toilet lid and inspect for leaky or worn interior parts.
- ☐ Do a test flush to make sure the flush chain/mechanism is working properly.
- ☐ Dye test tank to confirm if you suspect slow leaks or experience 'phantom' flushing.
- ☐ Operate and inspect angle stop for leaks or frozen/faulty operation.
- ☐ Replace any loose or corroded floor bolts if needed.
- ☐ Check and tighten seat as needed. Replace seat if bolts are rusted/corroded.
- ☐ Replace inner flapper and float valves on a proactive basis every 2 years.

SINKS

- ☐ Inspect the caulking around the entire outer rim of the sink and replace if needed.
- ☐ Inspect visible P-traps for leaks or potential rust-through and replace if needed.
- ☐ Check sink drains for flow. Inspect, remove and clean P-traps if needed. These should be installed only hand-tight for easy removal.
- ☐ Fill infrequently used drains and traps with water to prevent sewer gases from entering structure.
- ☐ Inspect the cabinet areas under the sinks monthly for signs of leaks. Keep these areas clean and free of obstructions so leaks can be readily seen and dealt with early.

TUB, SHOWERS

- ☐ Inspect perimeter inside and out for caulking defects and leakage around enclosures. Repair caulking as needed.
- ☐ Test tub/shower drains for flow. Waste water should vacate as quickly as the spout or faucet can deliver and there should be no residual standing water.
- ☐ Remove drain screen and inspect/clear any obstructions. Run a small hand-snake passed the traps through approx. 3’ into the drains to help clear light blockages. Recommend professional help in snaking if obstructions cannot be cleared with manual snake.
- ☐ Inspect visible P-traps for leaks or potential rust-through and replace if needed.
- ☐ Manually fill infrequently used drains and traps with water to prevent sewer gases from entering structure. Usually a liter or two will be enough.
- ☐ Inspect the cabinet areas especially under the kitchen and laundry sinks monthly for signs of leaks. Keep these areas clean and free of obstructions so leaks can be readily seen.
- ☐ Check all drains traps at least once per year for any leaks or loose piping.
- ☐ Check, repair, clean and seal any tile or stone at least once every two years.

SEWAGE EJECTOR PUMP SYSTEMS

- ☐ Professionally inspect and service sewage ejector systems on an annual basis.
- ☐ Critical ejector system operation requires a back-up power supply in the event of a power failure.

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

WATER-MUNICIPAL/WELL

- ☐ Locate and expose the water meter. Record location.
- ☐ Shut off all water around the house and see if the water meter dial is moving. If so, troubleshoot and repair the leak.
- ☐ Operate the meter shut off valve slightly to ensure it works.
- ☐ Clean debris from meter box.Have your well-water tested once per year for bacteria, nitrates and other contaminants.
- ☐ Have your well, pumps and plumbing professionally tested and inspected once every 3 years.

NATURAL GAS/PROPANE

- ☐ Find and record the location of the gas meter.
- ☐ Install an emergency gas shut-off wrench at the meter. Use the wrench to move the shut off valve slightly on an annual basis to ensure operation. If the valve is stuck, let your utility company know ASAP.
- ☐ Report any strong gas smell to your utility company. Spray or brush some water mixed with dish soap on the gas line joints to see if there are any leaks. Leaks will cause the mix to bubble. If leaks are suspected, report to utility company.