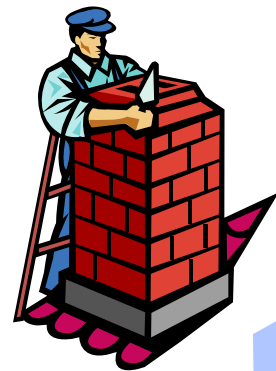
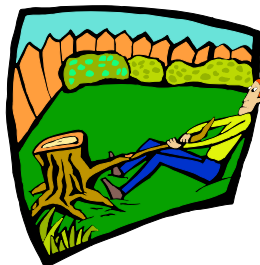
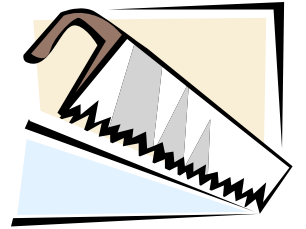
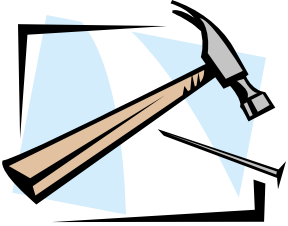


# The Homeowners Guide of preventitive Maintenance tips that can save you thou\$and\$



## **INDEX**

**Page 2 FOUNDATION AND MASONRY**

- a. Basements**
- b. Crawl Space**
- c. Masonry**

**Page 3 ROOFS AND GUTTERS  
EXTERIOR WALLS**

**Page 4 DOORS AND WINDOWS  
ELECTRICAL  
PLUMBING**

**Page 5 HEATING / COOLING  
INTERIOR GENERAL MAINTENCE**

**Page 6 LANDSCAPING  
KNOW THE LOCATION OF  
Fuse box  
Main water shut off**

## **FOUNDATION AND MASONRY:**

### **BASEMENTS**

To prevent seepage and condensation problems:

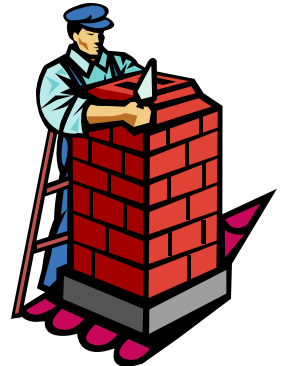
- a. Check basement for dampness and leakage after wet weather. Repair if necessary.
- b. Maintain grading sloped away from foundation walls. Repair if necessary.
- c. Make sure downspouts are directed away from foundation. Repair/replace if necessary.



### **CRAWL SPACE**

To prevent water seepage and moisture problems:

- a. Keep crawl space opening covered with an appropriate cover.
- b. Check vapor barrier to ensure that it is covering the entire crawl space. Replace if necessary.
- c. Close all vents in the winter and open in the summer, to prevent moisture build up. Repair / replace if needed.
- d. Ensure that grading around the structure is sloped away from the structure.



### **MASONRY**

To prevent water seepage and moisture problems:

- a. Check chimneys for deteriorated chimney caps and loose or missing mortar. Replace if necessary.
- b. Check block / wood foundation for cracks and fill if necessary.

## **ROOFS AND GUTTERS:**

### **ROOFS**

To prevent roof leaks, condensation, seepage and decay problems:

- a. Check for damaged, loose, curled or missing shingles, blisters. Repair / replace if necessary.
- b. Check flashing around roof stacks, vents, skylights, and chimneys, as sources of leakage. Repair / replace if necessary.



- c. Check vents, louvers and chimneys for bird nests, squirrels, and insects.
- d. Check fascias and soffits for paint flaking, leaking and decay. Repair / replace if necessary.

**GUTTERS**

To prevent leaks, condensation, seepage and decay problems:

- a. Clean gutters, leaders, strainers, window wells and drains regularly. Repair / replace if necessary.
- b. Cut back tree limbs as needed.
- c. Be sure gutters are sealed and have no leakage. Repair / replace if necessary.

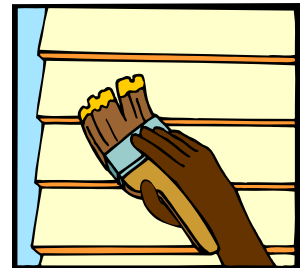


**EXTERIOR WALLS:**

**SIDING / BLOCK**

To prevent paint failure, decay and moisture penetration problems:

- a. Check painted surfaces for paint flaking or paint failure. repair/ replace if necessary.
- b. Check exterior masonry walls for cracks, looseness, and missing or broken mortar. Repair replace if necessary.
- c. Repair / replace any broken / missing siding to prevent water penetration.
- d. Cut back shrubs away from foundation and exterior walls.



**DOORS AND WINDOWS**

For preventive maintance

**DOORS**

To prevent air and weather penetration problems:

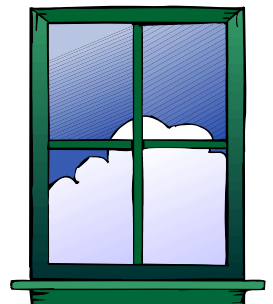
- a. Check weather striping for missing pieces. Repair / replace if needed.
- b. Check door for peeling / faded paint. Repair / replace if needed.



**WINDOWS**

To prevent heating/air seepage:

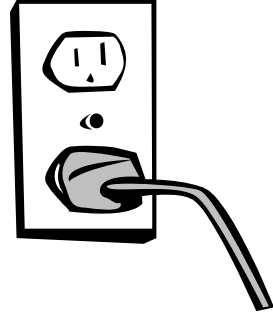
- a. Check caulking for decay. recaulk as needed.
- b. Check glazing / putty around window panes. Repair if needed.



## ELECTRICAL

For safe electrical performance, mark and label each circuit.

- a. Trip circuit breakers and ground fault circuit's interrupters (G.F.C.I) Periodically. replace if needed.
- b. Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear and /or damage.
- c. Check exposed wiring and cable for wear and damage. Replace if needed.



- **All electrical repairs / replacements should be performed by a qualified licensed electrician only.**



## PLUMBING

For preventive maintenance:

- a. Drain exterior water lines, hose bibs, sprinklers, and pool equipment in the fall. Repair / Replace if needed.
- b. Draw off sediment in water heaters per manufacturer's instructions. Repair / Replace if needed.
- c. Have septic tank cleaned periodically, to maintain performance. Check with local septic contractor for cleaners that can be used on a regular basis.



## HEATING AND COOLING

For preventive maintenance

### HEATING

For comfort, efficiency, energy conservation and safety:

- a. Change or clean furnace filters and electronic filters regularly. Repair/replace if needed.
- b. Have oil / wood burning equipment serviced regularly to ensure safety and performance.
- c. Service furnace per manufacture's instructions. Repair / replace if needed.
- d. Clean and service humidifier per manufactures instructions. Repair/replace if needed.



## COOLING

For comfort, efficiency, energy conservation and safety:

- a. Have central air system serviced per manufacture's instructions.  
Repair / replace if needed.
- b. Keep weeds, shrubbery and grass away from central air system.
- c. Cover central air system in the fall according to manufactures instruction.
- d. Check window air conditioners for adequate support and have serviced per Manufacturers instructions.
- e. Check window air conditioners for missing caulking / insulation to prevent weather penetration. Repair if needed

## INTERIOR

General house maintance:

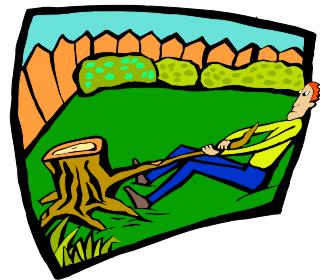
- a. Check bathroom tile joints, tub grouting and caulking. Repair if needed
- b. Be sure all tile joints in the bathrooms are kept well sealed with tile grout to prevent moisture damage to walls, floors and ceilings.
- c. Check the underside of roof for water stains, leaks, dampness, mold, mildew and condensation, particularly in attics and around chimneys.
- d. Test smoke detectors monthly and replace batters regularly.  
replace if needed.
- e. Test fire extinguisher according to manufactures recommendation. Replace if needed.



## LANDSCAPING

**Proper landscaping / grading is critical in preventing water build up at base of structure.**

- a. The grading around the structure should be sloped away from the structure.
- b. Trees and shrubs should be planted at least 2 feet away from structure to prevent continuous water penetration.
- c. Sidewalks and patios (if close to structure) should be sloped away from the base of the structure to prevent water build up.



## **SCREENS, STORM WINDOWS**

### **SCREENS**

- a. Screens should be free from holes to prevent small animals from living in them.
- b. Screens should be cleaned periodically to prevent build up.

### **STORM WINDOWS**

To prevent air seepage:

- a. Storm windows should be installed to prevent air penetration.

### **WINDOW WELLS**

To prevent water build up at foundation wall:

- a. Window wells should be covered with proper cover.
- b. Check window wells twice per year, to ensure cover is sealed to prevent water build up

### **KNOW THE LOCATION OF:**

- a. **Main water shut off valve.**
- b. **Main emergency shutoff switch for the heating system.**
- c. **Main electrical disconnect or breaker.**

**ALL ELECTRICAL REPAIRS / REPLACEMENTS SHOULD BE PERFORMED BY A QUALIFIED LICENSED ELECTRICIAN.**

**KEEP NAMES AND PHONE NUMBERS OF LOCAL CONTRACTORS / HANDYMAN SERVICES AVAILABLE, IN CASE NEEDED.**