

# MGIC

## Home Maintenance Checklist

from the American Society of Home Inspectors

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**ASHI**  
AMERICAN SOCIETY  
OF HOME INSPECTORS



### JD Teitelman

Mortgage Loan Officer

NMLS # 527599

8444 Westpark Dr, 4<sup>th</sup> Fl. McLean, VA 22102

703-564-1746

www.dvmortgageguy.com

**FIRST SAVINGS**  
MORTGAGE

NMLS ID# 38694 (www.nmlsconsumeraccess.org)

## Home Maintenance Checklist

	Periodically	Spring	Fall	Annually
<b>I. FOUNDATION &amp; MASONRY (Basement, Exterior Walls): To prevent seepage and condensation problems.</b>				
a. Check basement for dampness & leakage after wet weather.	■			
b. Check foundation walls, steps, retaining walls, walks, patios, driveways, garage floors, etc., for cracks, heaving, crumbling.		■		
c. Check chimneys, deteriorated chimney caps, loose and missing mortar.		■	■	
d. Maintain grading sloped away from foundation walls.				■
<b>II. ROOFS &amp; GUTTERS: To prevent leaks, condensation, seepage and decay.</b>				
a. Check for damaged, loose or missing shingles, blisters.		■	■	
b. Check for leaking, misaligned or damaged gutters, downspouts (leaders), hangers (straps), gutter guards and strainers.		■	■	
c. Clean gutters, leaders, strainers, window wells, drains. Be sure downspouts direct water away from foundation.	■			
d. Cut back tree limbs growing on or over roof.			■	
e. Check antenna supports for sturdiness and possible source of leakage.				■
f. Check flashings around roof stacks, vents, skylights, chimneys, for leakage.		■	■	
g. Check vents, louvers and chimneys for birds' nests, squirrels, insects.		■	■	
h. Check fascias and soffits for paint flaking, leakage and decay.		■		
<b>III. EXTERIOR WALLS: To prevent paint failure, decay and moisture penetration.</b>				
a. Check painted surface for paint flaking or paint failure.		■		
b. Check siding, shingles and trim for damage, looseness, warping and decay.	■			
c. Check exterior masonry walls for cracks, looseness, missing or broken mortar.		■		
d. Cut back and trim shrubbery against sidewalls.		■	■	
<b>IV. DOOR AND WINDOWS: To prevent air and weather penetration problems.</b>				
a. Check caulking and check for decay around doors, windows, corner boards, joints; recaulk as needed.			■	
b. Check glazing putty around windows.			■	
c. Check weatherstripping.			■	

(continued)



## Home Maintenance Checklist (continued)

	Periodically	Spring	Fall	Annually
<b>V. ELECTRICAL: For safe electrical performance.</b>				
a. Learn location of electrical panel box for breakers or fuses. Never overfuse.				
b. Trip circuit breakers every 6 months; ground fault interrupters (GFI), monthly.	■			
c. Mark and label each circuit.	■			
d. Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear and damage.	■			
e. Check exposed wiring and cable for wear or damage.				■
f. If fuses blow or breakers trip frequently, call a licensed electrician.	■			
g. If you experience slight tingling shock from handling or touching an appliance, disconnect the appliance & have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, call a licensed electrician.	■			
<b>VI. PLUMBING: For preventive maintenance.</b>				
a. Check faucets, hose bibbs and valves for leakage.	■			
b. Drain exterior water lines, hose bibbs, sprinklers, pool equipment in the fall.			■	
c. Check for leaks at sink, house traps and sewer cleanouts.	■			
d. Draw off sediment in water heaters monthly or per manufacturer's instructions.	■			
e. Have septic tank cleaned every 2 years.	■			
<b>VII. HEATING &amp; COOLING: For comfort, efficiency, energy conservation and safety.</b>				
a. Change/clean furnace filters, air conditioner filters, electronic filters as needed.	■			
b. Clean and service humidifier.	■			
c. Have oil-burning equipment serviced annually.				■
d. Clean around heating & cooling equipment. Remove leaves, dust, overgrown shrubbery, debris. Be sure power is off!	■			
e. On steam systems, "blow off" or drain low water cutoff per manufacturer's instructions or instruction tag.	■			
<b>VIII. INTERIOR: General house maintenance.</b>				
a. Check bathroom tile joints, tub grouting & caulking. Be sure all tile joints in bathrooms are kept well-sealed with tile grout to prevent damage to walls, floors and ceilings below.	■			
b. To prevent freezing, keep garage doors closed in winter; wrap exposed waterlines & drains with insulation.				■
c. Close crawl vents in winter and open in summer.		■	■	
d. Check underside of roof for water stains, leaks, dampness & condensation, particularly in attics and around chimneys.				■
e. Keep attic louvers & vents open all year round. Check louver screening.				■
<b>IX. Know the location of:</b>				
a. The main water shutoff valve.				
b. The main electrical disconnect or breaker.				
c. The main emergency shutoff for the heating system.				