

# RECOMMENDED SEASONAL MAINTENANCE SCHEDULE

**INSIDE-OUT HOMECARE, LLC**

[www.callinsideout.com](http://www.callinsideout.com)

**SPRING**

**FALL**

**ANNUALLY**

**PERIODICALL**

## Home Safety: Think Safety First

- Test Smoke & CO Detectors. Change Batteries in ALL detectors !
- Practice your family's Fire Escape Plan from every bedroom !
- Review your Insurance Policies to insure proper coverage
- Test for Radon Gas. Radon the 2<sup>nd</sup> leading cause of lung cancer !

## Concrete & Masonry:

- Insure ALL Exterior Grading is sloped away from the foundation
- Insure ALL Drives, Walks, Walls, Steps, Patios & Garage Floors are well caulked and sealed. Check for cracks.
- Check Exterior & Interior Foundation walls for dampness
- Check ALL Brick & Masonry walls for cracks and loose mortar
- Have Chimneys checked & cleaned. Repair loose mortar & defects

## Exterior Walls, Doors & Windows:

- Trim Trees & Shrubs against the house away from the structure.
- Check ALL painted surfaces for flaking & failing paint
- Check Siding, Shingles, Stucco & Trim for moisture damage
- Check around Doors & Windows for loose caulk, decay & drafts
- Replace damaged Window & Door glazing & weather-stripping
- Keep Ducts, Vents & Louvers clean of debris, pests and nests

## Roofs, Gutters & Attics:

- Check for damaged, loose & missing Roofing Shakes & Shingles
- Check for Leaks around Roof Vents, Stacks, Skylights & Chimneys
- Clean ALL Gutters & Downspouts of debris for proper drainage
- Replace rusted or damaged Gutters & Downspouts
- Check Fascias and Soffits for failing paint and damage
- Review Attic Insulation levels & condition. Check Roof Sheathing
- Make sure Attic Vents are open & clear for proper ventilation
- Insure the Attic is free of vermin & that ALL wiring is safe

## Electrical:

- Know location of Electrical Disconnect !
- Know & Label each breaker to corresponding switches & outlets !
- Trip Circuit Breakers every 6 months & GCFI Outlets monthly
- Replace ALL small Appliances with damaged cords.  
Replace all other damaged Lighting & Extension cords at once
- Call an Electrician at first sign of peculiar electrical situations

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	SPRING	FALL	ANNUALLY	PERIODICALLY
<b>Plumbing:</b>				
• Know locations of Shut-offs for: Main Water, Hot Water & Gas !			X	
• Check Faucets, Hose Bibbs & Water Valves for leaking				X
• Check for leaks at Sinks, Drain Lines & Sewer Cleanouts				X
• Install Flexible Stainless Steel Hoses for Clothes Washers				X
• Drain exterior Hose Bibbs, Sprinklers & Pool Equipment In Fall		X		
• Drain sediment in Water Heaters per manufacturer's specs				X
• Inspect and Clean Septic Tank every 2 years			X	
<b>Heating &amp; Cooling:</b>				
• Change Air Filters Quarterly				X
• Clean Air Ducts, Register Vents, Blower and Evaporator			X	
• Have Heat & Air systems serviced			X	
• Clean & Turn Humidifier on in Winter and turn off in the Spring.	X	X		
• Clean Grill & Fins on the Air Conditioner	X			
• Insure Condensation Pump & Drip Pans are clean & operational	X			
• Pour a ¼ cup of Beach in Condensation Pump to clean drain line				X
<b>Interiors, Kitchen, Baths &amp; Laundry:</b>				
• Insure EVERY Exterior Door & Window are operable for safe exit should they need to be accessed quickly in time of a fire !				X
• Test ALL Smoke, CO2 & GFCI outlets monthly				X
• Repair ALL loose and missing cabinet, door & handrail hardware				X
• Check Refrigerator gaskets and water supply line for leaks			X	
• Repair / Replace loose or damaged ceramic tile				X
• Update caulking around tub and shower units			X	
• Pour a ½ cup of Beach in running whirlpool jets to clean				X
• Keep the Clothes Dryer duct and vent clean & free of lint !				X
• Install Flexible Stainless Steel Hoses for Clothes Washers				X
• Insure ALL Bathroom Exhaust Fans & Ceiling Fans are operational				X
• Call a Professional once a Gas or Electric Appliance acts-up !				X

! = Priority items which help insure Safety

- Learn More About Radon Gas: [www.epa.gov/iaq/radon/](http://www.epa.gov/iaq/radon/)
- American Society of Home Inspectors: [www.ashi.org](http://www.ashi.org)