

Regular & Ongoing Tasks (daily, weekly, monthly or quarterly) See the Maintenance Manual for additional tasks not listed here and instructions regarding specific maintenance requirements for each consideration.		Maintenance Log _____ (date)
Consideration	Tasks	Notes
Major Appliances	Check and maintain appliances and connections to appliances (water, gas, electrical). See manufacturers' instructions.	
	Dishwasher and Disposal	
	Cooktop and Exhaust Fan	
	Refrigerator & Refrigerator Drip Pans (if applicable)	
	Washer and Dryer	
	Gas Burning Fireplace	
	Smoke Detectors & Security Systems(if applicable)	
Bathtub and Showers	Check Bathrooms and Showers (with special attention to grout & caulk joints to prevent water intrusion)	
Countertops	Check Kitchen and Bathrooms (with special attention to grout & caulk joints to prevent water intrusion)	
Doors & Hardware (Interior)	Check Interior Doors (with special attention to hardware, hinges, latches and adjustments)	
Drainage **	Each month inspect and remove debris from drainage swales, drainage ditches and culverts and from around the foundation of the home.	
Electrical	Inspect and test GFI (ground fault interrupter) outlets monthly by pressing the red test button and then resetting the outlet.	
Finish Flooring	Check and clean the grout and tile on a regular and ongoing basis. Replace any loose or cracked (including small cracks) grout immediately. Inspect caulk (especially at tubs, toilets, sinks, etc) and immediately replace any loose or cracked caulk.	
Furnace, Ventilation & Filters	Check and change the furnace filter per the manufacturer's recommendations but in no event any less than every 3 months. Use kitchen and bath exhaust fans frequently to remove excess moisture and to maintain regular fresh air exchange.	
Manage Moisture	Check your home on a regular and ongoing basis for signs of heavy condensation ("sweating") of windows, exterior walls or other cold objects.	
Plumbing **	On a regular and ongoing basis check for leaks at valve where water enters the house, at outdoor faucets and at all valves and drains to toilets, sinks, dishwasher, washing machine, showers, tubs, etc.	
Sinks and Toilets	Check operation of toilets and sinks. Look for leaks in the area between the tank and bowl and around the base. It is critical that any leaks be fixed immediately.	
Maintain Other (other owner specified maintenance tasks)		

**** Special Attention** required after severe weather or seismic events.

Seasonal Tasks (spring & fall) See the Maintenance Manual for additional tasks not listed here and instructions regarding specific maintenance requirements for each consideration.		Maintenance Logs _____ (date)
Consideration	Tasks	Notes
HVAC / Air Conditioning	If you have an air conditioning system, maintain the recommended clearance between the condenser and landscaping or other structures. For air conditioning, the condenser's Condensate Lines must be serviced at least twice per year, at the beginning of the season and at the end.	
Crawl Spaces	Check the attic and under floor crawlspace (for raised foundations) seasonally, or after severe weather events, for standing water or excessive dampness.	
Decks	Check and clean deck or balcony drains if necessary at the start of the rainy season and several times during the rainy season to ensure they are not blocked.	
Doors (exterior)	The weather-stripping should be inspected twice a year and replaced every three to five years, or more often if needed, in order to provide effective weather protection.	
Gutters and Downspouts **	Check and clean debris out of gutters and flush clean with hose twice a year; in the spring and fall. Flush downspouts, underground drain lines and area drains twice a year or more frequently if necessary to ensure they are free from debris.	
Irrigation / Sprinkler Systems	If you have an irrigation system, make periodic adjustments to sprinkler heads and timing clocks to ensure that landscaping receives the appropriate amount of water and does not hit the house or other structures, including fences.	
Paint & Stain and Walls (exterior)	All exterior walls, trim and painted surfaces must be checked twice a year to ensure they have airflow and airspace around them to ensure air circulation and prevent mold/mildew and deterioration.	
Roofing **	Check the roof twice a year and clean when necessary to ensure that debris does not accumulate on the roof and disrupt drainage. Inspect your roof from adjacent properties to view roofing and drainage systems. Note - A qualified roof contractor should perform all maintenance or repairs that require walking on your roof. Do not attempt to walk on your roof.	
Water Heater	You must follow the manufacturer's instructions for water heater lighting, operation and maintenance. Typically this requires flushing the periodically and testing the temperature and the pressure relief valve.	
Maintain Other (other owner specified maintenance tasks)		

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Annual Tasks (each year) See the Maintenance Manual for additional tasks not listed here and instructions regarding specific maintenance requirements for each consideration.		Maintenance Log _____ (date)
Consideration	Tasks	Notes
Doors (exterior)	Check and repair the finish on your exterior doors on a yearly basis or the useful life of the door can be severely reduced, requiring early replacement. Inspect the joints between doorframes and stucco, brick or siding and any joints at the threshold each year. Caulk around door perimeter must be inspected, repaired or replaced annually.	
Drainage **	Check your yard seasonally, particularly around foundation, and maintain any depressed or sunken area with fill immediately. Check and remove debris from drainage swales, drainage ditches and culverts and around the foundation of the home.	
Foundation ** Crawl Spaces	Check irrigation, plumbing, water and sewers for leaks to prevent moisture from damaging the foundation. If you have a raised foundation (w/ crawl space), inspect your foundation vents to ensure that landscaping or other structures have not blocked them because this will restrict air circulation under your foundation and can lead to excessive moisture.	
Paint and Finishes (interior)	Check and maintain painted, stained and varnished surfaces periodically and touch up or repaint/revarnish as needed and prior to deterioration.	
Paint and Stain (exterior)	All stucco, siding, wood trim, and metal surfaces should be touched up with paint annually, or more frequently if necessary to ensure that any weather, sun or other damage to the paint is immediately repaired.	
Plumbing (winterize)	In freezing climate, with the onset of sustained freezing temperatures exterior hose bibs will need to be shut-off and winterized.	
Walls (exterior)	Carefully check the joints between the applicable wall material (siding, stucco, brick, stone) and trim; including window and doorframes, dryer and other exhaust vents, as well as butt joints at corners each year. Small gaps will often develop where two different materials come together. It is extremely important that any gap is filled with caulk in order to prevent water from entering the home.	
Windows	Window tracks and weep holes should be checked and cleaned on a annually or more frequently to ensure they are free from dirt or other foreign particles. It is important to keep moisture from condensation or water from the weep holes from collecting and remaining in the bottom window track. This water attracts dirt and can lead to excessive moisture and mold growth in the home.	
Maintain Other (other owner specified maintenance tasks)		

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