

# HOMEOWNER MAINTENANCE CHECKLIST BOOKLET





# Home Documentation Capture Sheet

<b>Home address</b>	
<b>Homeowner name(s)</b>	
<b>Move-in / closing date</b>	
<b>Builder warranty contact</b>	
<b>Emergency contacts (utility, afterhours)</b>	

## System locations (attach labeled photos)

System	Location notes
Main water shutoff	
HVAC equipment + filter access	
Water heater	
Sump pump	
Exterior downspout discharge points	

## Equipment & warranty data plates (photo + model/serial)

Item	Model	Serial	Warranty term	Service Contact
Dishwasher				
Microwave				
Range				
Refrigerator				
Washer				
Dryer				



## Homeowner Post-Closing Checklist

Now that you own your home, it's time to make it feel like your own!

- Create a Home Information file and put it in a safe place. Include all of the documents from your closing, and anything from the below list for your records.
- Ensure you have home insurance.
- Contact utility companies and set up payments in your name.
  - Electricity: Ohio Edison, 1.888.544.4877
  - Water/Sewer City of Sandusky Accounting Office, 419.627.5893
  - Trash/Recycling and WIFI: It is your responsibility to select a provider. Seek recommendations from your neighbors or search for providers online
- Consider making improvements, like painting, before moving your furniture in. Ensure necessary childproofing.
- Yard maintenance (mowing/weeding) is your responsibility. Keep your property looking new and avoid violations by making a plan.
- Change your address with all necessary parties:
  - Financial institution
  - All insurance providers
  - Employer
  - Cellphone carrier
  - Other creditors
  - U.S. Postal Services
  - DMV – apply for a replacement driver's license
- Connect your Smart Thermostat to your WIFI and download the EcoBee app.
- Locate water shut-off and breaker box.
- Create a fire escape and emergency plan. Purchase a fire extinguisher.
- Meet the neighbors, and join community Facebook/Nextdoor groups

## Homeowner Maintenance - Monthly

### Yard and Exterior

- Check trees surrounding home for potential damage

### Home Interior

- Test smoke and carbon monoxide alarms
- Inspect fire extinguishers

### Electrical

- Test Ground Fault Circuit Interrupters

### Heating and Cooling

- Change HVAC Filters
- Inspect air vents for blockages and vacuum clean

### Plumbing

- Inspect drain taps for clogs and leaks
- Clean mineral deposits from faucets and showerheads

### Appliance Maintenance

- Vacuum out dryer vent and clean with brush
- Vacuum refrigerator coils
- Clean kitchen drain and garbage disposal
- Clean kitchen vent, hood, and filter
- Clean oven and range
- Clean dishwasher filter
- Clean washing machine

## Homeowner Maintenance – Annually

- Review homeowner's insurance policy and update as needed

### Appliance Maintenance

- Replace washing machine hoses

### Home Exterior

- Check gutters and downspouts. Clean as needed
- Have roof inspected
- Wash exterior siding
- Wash windows and window screens
- Lubricate windows and door hinges for ease of operation

### Home Interior

- Clean Carpets

### Heating and Cooling

- Inspect HVAC system and have it serviced

### Plumbing

- Inspect toilet supply lines, valves, and parts

## Homeowner Maintenance – Spring

### Yard and Exterior

- Check for signs of pests around house
- Trim trees, bushes, and shrubs away from home
- Clean flower beds
- Clean up leaves

### Home Exterior

- Clean Gutters and downspouts
- Ensure downspouts drain at least 4 feet away from house
- Inspect window wells, check drainage, and clear debris

- Check that roof shingles are in good condition
- Check weatherstripping on all doors/windows and repair as needed
- Check and re-caulk around windows, doors, siding joints, and anywhere else needed

### Home Interior

- Change batteries in smoke and carbon monoxide alarms
- Check operation of windows and doors
- Deep clean home



## **Plumbing**

- Check drain and supply lines for leaks
- Check bath fan operation

## **Appliance Maintenance**

- Clean exhaust fan outlets and screens

## **Attic**

- Inspect attic ventilation and ductwork

# **Homeowner Maintenance – Summer**

## **Yard and Exterior**

- Inspect concrete driveways, landings, porches, and patios for cracks and repair as needed
- Inspect decking/porch and repair as needed

## **Home Exterior**

- Look for peeling exterior paint/caulk and repair
- Re-nail loose siding and trim boards
- Check for rotting wood and repair as needed
- Check for foundation issues

## **Electrical**

- Check for any damaged electrical cords

## **Appliance Maintenance**

- Deep clean dishwasher

## **Basement**

- Inspect for wet surfaces and/or puddles
- Check that sump pump and check valve are working
- Inspect basement floor drain
- Check for signs of pests

# **Homeowner Maintenance – Fall**

## **Yard and Exterior**

- Store any water hoses

- Cover and/or store outdoor furniture



- Check for signs of pests around the house
- Prune bushes, trees, and shrubs
- Rake leaves
- Fertilize and re-seed lawn as needed

### **Home Exterior**

- Clean gutters and downspouts
- Ensure downspouts drain at least 4 feet away from house
- Inspect window wells and check drainage around windows
- Check that roof shingles are in good condition
- Inspect attic vents
- Check weatherstripping on all doors/windows and repair as needed

- Ensure exhaust ducts are clean
- Repair any broken or cracked glass
- Check and re-caulk around windows, doors, siding joints, and anywhere else needed

### **Plumbing**

- Flush water heater and inspect for leaks
- Check drains and supply lines for leaks
- Check bath fan operation

### **Attic**

- Check for signs of pests
- Check for signs of water damage
- Ensure insulation is in place

## **Homeowner Maintenance – Winter**

### **Home Interior**

- Repair interior wall damage and repaint as needed
- Inspect shower/tub surrounds for signs of damage

- Test Ground Fault Circuit Interrupters (GFCI)

### **Electrical**

- Check for any damaged electrical cords

### **Appliance Maintenance**

- Inspect washing machine hoses and connections
- Inspect dishwasher hoses for leaks
- Inspect and clean refrigerator drip pan and icemaker connections