




# SAMPLE MAINTENANCE CHECKLIST\*

**Weather Defense Systems Service** includes service to the roof, gutters, downspouts and rainwater drainage systems of the home.

## ROOF

- Remove loose debris, leaves, pine needles, etc. from roofs that can be walked upon. Delicate, breakable roofing may require a surcharge for this service.
- Recommend treatment to remove impacted debris between shakes or shingles.
- Trim small tree limbs away from any contact with the roof. Recommend tree surgeon if necessary.
- Observe attic area from access openings for rodents  and telltale water stains, especially at chimney and vents.
- Check for open joints in sheet metal flashing or roof jacks. Recommend repairs if needed
- Inspect for damaged areas, blisters, missing shingles or faulty flashing. Recommend corrections as needed.
- Recommend moss killer or recommend installation of zinc Shingle Shields as needed.
- Tighten any loose guy wires or attachments.

## GUTTERS and DOWNSPOUTS



- Clean out loose debris from gutters.
- Flush out downspouts to determine free flow.
- Level splash blocks to slope away from the house.
- Check downspout hangers and connections and recommend repairs as needed.
- Inspect for sags, rust through, leaky joints and standing water and recommend corrections if needed.
- Inspect for filter screens over downspout openings at heavy leaf areas. Recommend leaf protection in heavy debris areas as needed.
- Inspect for bare metal or unpainted wood. Recommend refinishing if needed.

## DRAINAGE SYSTEMS

- Inspect the collection system, piping and out-fall. Remove any loose obstructions and debris. Recommend snaking heavily plugged lines or long runs if needed.
- Locate and inspect out-falls for erosion. Recommend erosion blocks if needed.
- Make sure connections at downspouts and other collection points are tight. Recommend repairs if needed

## STRUCTURE

- ☑ Check exterior siding and trim for gaps, holes and damage. Caulk minor gaps as needed. Recommend repairs if needed.

- ☑ Check wood siding, framing and trim for soil contact. Recommend re-grading as necessary.

Observe crawl area from opening for obvious leaks,



moisture, rodents etc. Recommend repairs if needed.

**Environment Systems Service** includes service to the furnaces, air conditioners, air distribution systems, ventilation systems, fireplaces, and hot water systems of the home.

## FURNACES

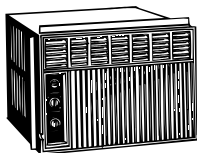
- ☑ Lubricate moving parts if needed.
- ☑ Clean or replace filters.
- ☑ Check the furnace belt condition and pulley alignment, recommend repairs if needed.
- ☑ Vacuum interior of unit.
- ☑ Check flue and connections for obstructions, cracks and damage.
- ☑ Test for gas supply leaks using soap water or “sniffer” instrument.
- ☑ Check all electrical connections. Tighten and/or recommend repairs as needed.
- ☑ Check safety controls.
- ☑ Check fan control.
- ☑ Change batteries in thermostat and clean contacts.
- ☑ Check ignition system and observe burner flames. Adjust as needed.
- ☑ Test operation of unit by cycling thermostat.
- ☑ Test for combustion gases escaping into home. Recommend repairs if needed.

## DUCTING

- ☑ Run furnace and check air flow.
- ☑ Inspect distribution ducts and cold air returns for leaks and crushed or disconnected pipe. Recommend repairs as needed.
- ☑ Remove registers (if removable) and vacuum out debris and dust to arms length.
- ☑ Check walls for soot which would indicate the need to change filters more often. Adjust filter schedule as needed.
- ☑ Check for abnormal dust accumulation. Recommend whole-house duct cleaning if needed.

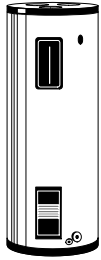
## AIR CONDITIONER

- ☑ Clean all debris out of compressor unit and wash dust out of compressor coil fins. Clear weep holes of debris.
- ☑ Check that unit is level and fan is not loose or bent. Repair as needed.
- ☑ Check thermostat.



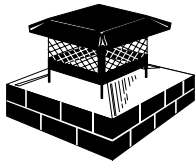
- ☑ Lubricate fan motor if appropriate.
- ☑ Start unit and test operation.
- ☑ Check temperature drop at registers. Recommend recharge of coolant if needed.

## WATER HEATERS



- Drain 5 to 10 gallons of water to remove loose sediment.
  - Check and clear flue as needed.
  - Check that seismic straps are proper and secure. Recommend upgrades as needed.
  - Check and tighten bond wire as needed.
  - Check for presence of a large size ball-cock drain valve. Recommend installation if necessary for proper draining.
  - Inspect for rust or leaks at nipples, in burner chamber, and at drain valve.
- Test run hot water and smell for odors. If hot water smells bad, recommend replacing anode rod with zinc model.

## FIREPLACES (Link to fireplace service procedure)



- Operate the damper. Lubricate as needed.
  - Lubricate glass door hinges and screen.
  - Recommend cleaning flue, firebox, cap, and spark arrestor of creosote and debris if needed.
  - Inspect flue liner, fire-brick, spark arrestor, cap, flashing, damper and screen.
- Check for leaks and operation of log lighter..

## BASEBOARD and HEATERS

- Check and clean thermostat.
- Cycle unit on and off.
- Check for supply gas and combustion fume leaks. Recommend repairs if needed.

## BOILERS and RADIANT HEATING (Link to radiant heat service procedures)

- Inspect for rust, burner color and leaks.
- Cycle circulation pump.
- Inspect drain water for rust indicating presence of air.
- Check burner for good flame. Adjust as needed.
- Check fill and operating pressure.

## VENTILATION SYSTEMS

- Inspect all attic or crawl space vent screens for damage or obstruction. Recommend repairs if needed.
- Clean and lubricate all bath and utility fans.
- Inspect the range hood fan and filters and recommend cleaning (fire hazard) with strong solution of TSP if needed.

**Safety Systems Service** includes service to the smoke and carbon monoxide detectors, fire extinguishers, gas leak detection and combustion gas detection using electronic sniffer.

## COMBUSTION GAS and GAS LEAK TESTING

- Start furnace and test output at all heat registers.
- Check gas supply lines and around all gas-fired appliances while operating (water heater, dryer, cook tops, ovens etc.).
- Test area around main gas shut off valve and meter for leaks.

## SMOKE DETECTORS



- Clean housings.
- Test and replace batteries as needed.
- Use canned smoke to check operation of detection unit.
- Replace unit if defective.

## CARBON MONOXIDE DETECTORS

- Clean housing.
- Test and recommend replacement of special batteries as needed.

## FIRE EXTINGUISHERS

- Confirm presence and location of fire extinguishers.
- Check to make sure they are charged properly.
- Replace or recharge any discharged units.



## MICROWAVE LEAK DETECTION

- Check unit for leaks with test instrument.
- Inspect microwave door and seal.

**Plumbing System Service** includes service to the faucets, valves, drains, main service, fixtures and other plumbing components of the home.

## FAUCETS and ANGLE STOPS



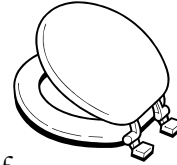
- Check for leaks and drips. Recommend repair of washers or faucet cartridges as needed.
- Inspect angle stop for leaks or faulty operation. Tighten or recommend repairs if needed.
- Tighten all handles and adjust tub and sink stoppers.
- Remove and clean the aerator at the spout.
- Test for operation.
- Check for low water pressure or slow hot water arrival. Recommend repairs for either occurrence.

## DRAINS

- ☑ Test tub/shower drains for flow, inspect for obstructions and run snake through to 3” to clear light blockages. Recommend routing if obstructions cannot be cleared with manual snake.
- ☑ Check sink drains for flow. Remove and clean P-traps if needed.
- ☑ Inspect P-traps for leaks or rust through.
- ☑ Fill infrequently used drains and traps with water to prevent sewer gases from entering structure.

### TOILETS

- ☑ Remove toilet lid and inspect for leaky or worn interior parts.
- ☑ Dye test tank for slow leaks.
- ☑ Inspect angle stop for leaks or faulty operation.
- ☑ Test for loose floor bolts and recommend repairs if needed.
- ☑ Check and tighten seat as needed. Recommend seat replacement if rusted.



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### SHOWER and TUB VALVES

- ☑ Inspect for leaks and operation. Recommend replacing washers and cartridges as needed.
- ☑ Inspect for loose hardware and tighten as needed.
- ☑ Test for low water pressure.
- ☑ Test shower head and report any sediment or calcium blockages that cannot be cleared during visit.
- ☑ Test tub-stopper and adjust as needed.

### MAIN WATER SUPPLY and HOSE BIBBS



- ☑ Check and operate main shut off valve and inspect for leaks.
- ☑ Recommending trimming back any vegetation blocking access to the valve.
- ☑ Inspect and operate all hose bibbs, checking for leaks or broken handles.
- ☑ Test water pressure and report if too high or too low. Ideal 55-75 psi.

**Electrical Systems Service** includes service to the breakers, fuses, sub-panels, outlets, switches and lighting of the home.

### BREAKER PANELS

- ☑ Observe access to main panel and cut back any foliage obstructions.
- ☑ Inspect breakers for proper labeling.
- ☑ Open cover to expose wiring and observe all connections. Report any loose connections for repair.
- ☑ Clean out panel.
- ☑ Check to see that all breakers and fuses are seated properly. Adjust as needed.
- ☑ Check circuit breakers for overheating.

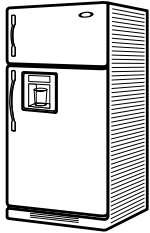
### OUTLETS, LIGHTING and SWITCHES

- ☑ Tighten cover plates as needed.
- ☑ Test all switches and run dimmers through full range of motion. Replace as necessary.

- Test all Ground Fault Circuit Interrupters. Replace as necessary.
- Test all light fixtures and replace bulbs as directed from Client inventory. Recommend repairs to fixtures as needed.
- Check all exterior waterproof outlets and cover plates. Recommend repairs as necessary.

**Appliance System Service** includes service to the ovens, cooktops, dishwashers, refrigerators, washer and dryers, disposals and other appliances of the home.

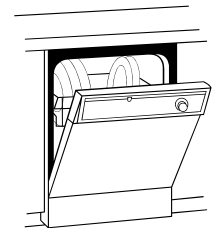
## REFRIGERATORS



- Remove grills and clean.
- Clean condenser coils using vacuum and refrigerator brush.
- Inspect seal for damage and wear and clean as needed. Check and clean any dispenser mechanism.
- Check and clean out any icemaker. Use ice for cleaning disposal
- Check bulbs and replace if needed.
- Check and test drain tubes and drip pan. Clean as needed.
- Tighten and adjust handles and other hardware as needed.

## DISHWASHERS

- Remove lower panel and inspect for leaks in supply or drain hoses. Tighten clamps or recommend repairs to hoses as needed.
- Remove lower tray and check bottom pan for rust.
- Clean filter screen.
- Check and adjust operation of upper and lower spray arms.
- Check door seal for wear or damage.
- Run unit to test while observing for leaks. Adjust as needed.
- Tighten and adjust handles and other hardware as needed.
- Check connections and clean out air gap.



## OVENS



- Check heating elements for operation. Recommend repairs if needed.
- Inspect door seal and operation. Recommend repairs if needed.
- Inspect bulb and replace if needed.
- Check self cleaning lock out mechanism if available
- Tighten and adjust handles and other hardware as needed.

## COOKTOPS

- Check burners and ignitors for operation.
- Check operation of downdraft vents if any. Lubricate, adjust and recommend cleaning (fire hazard) as needed.
- Tighten and adjust handles and other hardware as needed.

## GARBAGE DISPOSAL

- Test for and remove any foreign objects.
- Dump ice from the freezer maintenance into the disposal and run to clean unit.
- Inspect under sink for leaks, loose hoses and electrical connections. Tighten and/or recommend repairs as needed.

### TRASH COMPACTOR

- Open drawer, remove bin and clean any debris from behind bin.
- Remove any trash stuck to the top of the compaction plunger.
- Close door and cycle unit to test. Recommend repairs if needed.
- Tighten and adjust handles and other hardware as needed.

### CENTRAL VACUUM

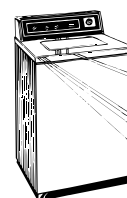
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- Inspect motor and electrical connections. Recommend repairs if needed.
- Test operation of all remote locations for suction and proper operation. Recommend clearing obstructions as needed.
- Tighten and adjust hardware as needed.

### WATER FILTERS

- Check dispenser for pressure and flow. Recommend repairs if needed.
- Check water-filter expiration date and replace cartridge as needed.
- Central purification systems may require separate repair charges in order to follow maintenance procedures on unit.

### WASHER

- Inspect inlet hoses for leaks, rust or damage. Replace as needed.
- Shut off water and inspect screens at ends of hoses. Clean as needed.
- Adjust legs to level as needed.
- Clean out any debris behind washer.
- Remove built up detergent from interior parts and lid.
- Tighten and adjust handles and other hardware as needed.



### DRYER



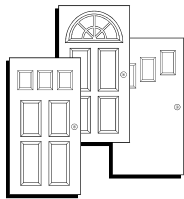
- Clean debris from behind dryer as needed.
- Check gas and electrical connections for leaks or shorts. Tighten as needed.
- Check and replace bulb if necessary.
- Check and clean out filter and hose duct. Replace duct if broken.
- Inspect exhaust duct through wall and recommend cleaning if blocked.
- Level legs to match washer and tighten.
- Tighten and adjust handles and other hardware as needed.

**Mechanical Systems Service** includes service to the doors, windows, hardware, locks, knobs, pulls, catches, garage door operators and lifts of the home.

## GARAGE DOOR

- ☑ Tighten all nuts on garage door and operator.
- ☑ Clean tracks and lubricate rollers and hinges.
- ☑ Grease all major points of operation.
- ☑ Check vertical sections of track for plumb. Recommend repair as needed.
- ☑ Clean off any dust or cobwebs.
- ☑ Inspect springs and cables for wear, damage or fraying. Recommend repair as needed.
- ☑ Check chain tension and adjust as needed.
- ☑ Check safety operation of auto-reverse mechanism and infrared detectors and adjust as needed. Recommend repair as needed.
- ☑ Replace light bulbs in operator if needed.

## DOORS



- ☑ Check swing and close tolerances. Adjust or recommend repairs if needed.
- ☑ Tighten all knobs, screws and hardware.
- ☑ Check doorstop. Tighten if needed.
- ☑ Lubricate hinges.
- ☑ Test latch and strike and recommend repairs as needed.
- ☑ Adjust and straighten any weather-stripping. Recommend repairs if damaged.
- ☑ On exterior doors check bottom sill and threshold for damage. Recommend repair as needed.
- ☑ On door to garage, adjust closer to close door per fire code. Recommend repairs if needed.
- ☑ Lubricate all locks and test. Recommend repairs if needed.

## WINDOWS and SLIDING DOORS

- ☑ Fully operate the window units and test all locks. Recommend repairs if needed.
- ☑ Inspect the window glass for breakage or failure. Recommend repairs if needed.
- ☑ Tighten hardware if needed.
- ☑ Lubricate all slides, latches, locks and other hardware.
- ☑ Note any defective screens. Recommend repairs if needed.
- ☑ Adjust and straighten any weather-stripping or recommend needed.



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## MISCELLANEOUS HARDWARE

- ☑ Check all towel bars, soap dishes, TP holders, wall cabinets or other wall mounted hardware for tightness to the wall.
- ☑ Tighten and reset screws as necessary. Wall repair or hardware needing reattachment to the walls will be a separate repair.

## CABINET HARDWARE

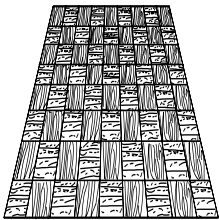
- Check door and drawer hardware for smooth operation. Adjust and lubricate.
- Tighten and adjust hardware and knobs as needed.
- Inspect and adjust Lazy Susan devices. Recommend repairs if broken.
- Check all tall cabinetry and bookshelves for earthquake strapping and recommend if needed.

**Cosmetic Services** include inspections of the paint, flooring, countertops, cabinetry, tile and other finishes of the home.

## PAINTING

- Inspect exterior paint for dirt build-up. Recommend pressure washing service as needed.
- Check for flaking or damaged paint. Recommend touch-up or repainting as needed.
- Inspect protective coatings at door and windowsills. Recommend repairs if needed.

## FLOORING (Link to flooring service procedures)



- Note any staining, wear, squeaks or damage to flooring
- Report visible wear on hardwood flooring or finishes especially in kitchen.
- Check for cracks, missing mortar or loose sections of tile flooring and recommend repairs if needed.
- Look for separating seams, soft areas and staining on vinyl floors. Recommend repairs if needed.

## CABINETS and COUNTERTOPS

- Check for defects or damage to frames and door faces. Recommend repairs if needed.
- Inspect for bad caulking, loose tile and missing grout at countertops. Apply minor re-caulk or recommend repairs as needed.

## WOOD DECKS

- Inspect for any raised lifted nails flat grain or splintery boards. Recommend repairs if needed.
- Inspect deck and railing for rotted sections or earth contact and recommend repairs if needed.
- Inspect general condition of deck. Recommend HPS deck service (following) if needed.

## MASONRY DECKS (Brick, Aggregate, Stone, Concrete)

- Inspect for cracked areas, loose stones or deteriorated divider joints and recommend repairs as needed.
- Check for trip hazards. Recommend repairs if needed.
- Inspect pool coping-caulk. Recommend caulking if needed.
- In heavily used or dirty areas recommend additional cleaning and sealing as needed.

**CHECK SUPPLY KIT** and replace the required stocked parts inventory as needed:



- The supply kit inventory is thoroughly checked.
- Items are restocked from last visit.



Inventory is updated, if necessary.

\* This list is current at the time of printing and represents a sample of the services provided by HPS. Items included and their scheduling are subject to change at the sole discretion of HPS.