

## PRESCRIBED MAINTENANCE TASKS



Name	Season	Frequency	Description
Air Conditioning	Spring	1 X	Remove debris and spray wash exterior units to maintain efficiency.
Annual Review of Projects & Planning	Winter	1 X	Annual review with the homeowner to discuss the past year activity & projects completed and to prepare plan for the upcoming year. Larger repairs & cosmetic projects will be prioritized and time allotments discussed to accomplish the tasks.
Bathroom Fixtures & Water Sources	Summer / Winter	2 X	Survey bathroom fixtures for water leakage and evaluate grout and caulking for the prevention of water intrusion. Survey operation of toilet flushing mechanisms and all water supply hoses.
Cabinet Tune-up	Optional	3 - 5 yrs.	Repair or replace any broken drawer or door hardware immediately. Check hinges and retighten as necessary. Minor adjustments of door hardware may be necessary on occasion to ensure doors close properly. Replace knobs with new knobs of choice.
Change / Clean Furnace Filters	Every Season	4 X	Paper Furnace filters will be replaced each quarter, and heppa or electrostatic filters will be removed and cleaned on a quarterly basis.
Chimney	Periodic, Optional	2 X	Evaluate and repair as necessary, the chimney cap/spark arrestor. The chimney and damper should be periodically cleaned. Also the chimney cap/spark arrestor should be repainted every few years. Keep chimney free from debris and plant growth. Check chimney cap seals. Consider repair options for cracks or gaps in the mortar or brickwork for brick chimney's.
Clean Dryer Vents	Spring	1 X	Dryer vents collect lint and can be a fire hazard if not regularly cleaned. Dryer efficiency is also affected by obstructed vents.
Deck Surface Cleaning & Preservation	Periodic, Optional	1 - 3 yrs	Deck finishes will be considered to enhance the useful life of the deck; and to avoid early replacement. Wood deck flooring and rails should be maintained and repaired, including refinishing with a high quality exterior paint or wood preservative/sealer, as necessary, to protect and preserve the wood. Decks exposed to direct sun or weather experience significant wear and tear and may require refinishing on a yearly basis. Heavy exposure to sun can cause paint and preservative/sealer to deteriorate very rapidly. Because paint/sealer states on the label that it will last for a certain number of months or years does not mean that it will. Many factors and conditions impact these performance statements. Some decks are constructed with a combination of wood frame and composite deck materials. The wood should be maintained as described above. The composite deck materials should be maintained in accordance with the composite deck material manufacturer's recommendations.

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Name	Season	Frequency	Description
Exterior Door Survey	Summer / Winter	2 X	Survey all exterior doors for weather stripping, threshold and lock operation. Touch up painting as needed.
Exterior Water Sources	Winter/Spring	2 X	Winterize hose bibs and exterior water sources to prevent expanding pipes and possible frozen waterlines in freezing temperatures. Hoses will be drained and disconnected / stored in winter and restored in spring.
Furnace/Air Conditioning Check-up	Winter/Spring	2 X	Certified HVAC professional will perform a check-up annually to assure proper operation of furnace & components and recommend repairs as needed.
Furnace Duct Cleaning	Periodic, Optional	2 - 5 yrs.	Cleaning of all supply and return registers with high pressure air. Improves the air quality, extends furnace lifespan, reduces dust and allergens, and increases energy efficiency. Those with high allergies may consider this on an annual basis.
Garage Door check-up	Winter	1 X	Survey electric garage doors for smooth operation, lubricate rollers and tighten screws on hardware as needed.
Garbage Disposal Operation	Winter	1 X	Survey garbage disposal for smooth operation and remove any obstructions. Tighten bolts as needed.
Gutters & Downspouts	Fall / Spring	2X	Clean gutters & downspouts twice yearly. Removal of foreign debris creates proper water flow to downspouts aids prevention of water penetration to roof, soffets and siding caused by overflowing gutter systems.
Kitchen Exhaust Hood - Clean	Winter	1X	Remove filter when applicable, clean & replace. Stationary filters will be cleared of dust for better air flow and proper operation. Replace light bulbs as needed.
Lighting & Electrical Survey	Every Season	4X	Survey exterior and ceiling light fixtures for burned out bulbs and replace as needed with owner supplied bulbs. Test GFI circuit operation.
Paint & Stain Touch-up	Summer	1X	Survey exterior and ceiling light fixtures for burned out bulbs and replace as needed with owner supplied bulbs. Test GFI circuit operation.
Perimeter Check-up	Fall / Spring	2X	Survey exterior water sources for leaks or improper operation. Survey crawl vents for obstructions or possible sources of entry for pests & small animals. Survey perimeter shell for improper drainage or areas of dirt / wood contact
Plumbing & Utilities	Every Season	4X	Survey all interior water sources such as hot water heater, laundry room, under kitchen sinks and dishwasher connections. Run water down less frequently used sinks & toilets.
Refrigerator Maintenance	Winter	1X	Survey coils and drip pans. Clean as necessary.

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Name	Season	Frequency	Description
Roof Care Survey	Spring	1X	Survey roofing materials and flashing for areas of need- ed repair. Survey valleys and roof material for signs of excess debris or fungi growth. Recommend air clean and zinc treatment as necessary.
Siding, Trim & Caulking	Spring / Fall	2X	Survey exterior siding, trims, sills and fascia. Caulking will be applied to areas where gaps are identified to pre- vent water penetration. Touch up painting as needed.
Sliding Glass Door operation	Spring	1X	Survey sliding doors for smooth operation. Lubricate rollers or recommend replacement as needed.
Smoke Detectors & Thermostats	Fall	1X	Replace batteries in all smoke detectors and in ther- mostats where applicable
Tile & Grout	Summer , Periodic	1X	Survey tile & grout in kitchens, bathrooms and floor areas for needed repairs such as loose tiles, cracked or stained grout and signs of water penetration.
Window Cleaning	Optional, Spring / Fall	2X	Inside & out of all windows and skylights will be cleaned or a combination of any window areas chosen by homeowner.
Window Maintenance	Fall	1X	Survey windows for signs of moisture "sweating", ex- terior window sill deterioration and smooth operation. Lubricate rollers as needed.
Window Screens	Fall	1X	Remove window screens in winter for storage. Spray wash screens and replace in Spring.