

Homeowner's Maintenance Manual

Exterior

Repair roof leaks: lose shingles, chimney flashing; look for stains on rafters, ceilings, chimneys.

Clean Gutters, extend downspouts 5 ft from house. Check that ground slopes away from house in first 10 feet and below siding.

Remove old caulk in siding seams, Reapply as needed to siding, trim and fascia. Gaps between different materials are prone to cracking.

Check for insect activity, (or call a professional). Store wood over 30 feet from home; keep soil 6 inches below basement windows.

Plant trees: deciduous on south, bushes E and W, evergreens on N. Trim other shrubs and trees away from the house to avoid damage to house.

Frequency	Date Completed
Spring	
Spring	
Spring, Summer	
Annual	
Spring	

Attic and AC

Clear blockage from gable, eave and ridge vents and whole house fans.

Use whole house fans or window fans only at night.

Keep storage items from compressing insulation in the attic.

Check for moisture, roof leaks, discolored wood, rusty nails, mold growth.

AC: Clean yourself or professionally. Clean condenser drains of heat pumps/central AC. Check U-tube for directions!

Make sure all pipes and ducts above ceiling insulation are insulated. Make sure duct connections are tight.

Spring	
Summer	
Annual	
Spring	
Spring	
Spring, Fall	

Main Floors

Safety Equipment: dust and replace batteries in all detectors; check fire extinguisher pressures.

Replace window screens with storms. Seal cracks with rope caulk or removable caulk products (basement too).

Remove seasonal caulk and replace storm windows with screens; Repair screens. Install window fans to exhaust hot air at night.

Clean vents from dryer, in bathrooms and kitchen.

Annually, Spring &/or Fall	
Fall	
Spring	
Spring	

Check for plumbing leaks and drips; replace washers or replace valves.

Clean and remove anything blocking heater /ac registers.

Exterior doors; check that weather stripping is pliable and in contact with door surfaces; move or replace as needed.

Clean fire place & have chimney cleaned, seal damper in winter, If not using AC, open it in summer .

Fall: Remove window AC units or cover and seal; reverse in spring.

Spring	
Spring, Fall	
Spring, Fall	
Annually Spring or Fall	
Spring & Fall	

Refrigerator

Replace seals as needed; check with dollar bill by shutting it in the door seals and then pulling it out. Should be hard to pull out.

Clean dust from condenser coils if you can get to them.

Remove ice if not frost free. Check that temperatures are OK (36-40°F, fridge; 0—5°F in freezer. Keep relatively full to aid efficiency; water or beverage bottles work well.

Annual	
Spring & Fall	
Spring	

Basement/ Heating

Insulate any pipes in unheated crawl spaces or use heater wrap tape in more exposed areas to prevent freezing and bursting.

Seal moisture leaks if they appear. Get rid of mold sites, radon or asbestos sources. These usually require professional help.

Have heating system professionally cleaned and serviced including chimney as needed. (annually for oil; biannually for gas).

Replace filters in hot air systems through winter. Bleed hot water or steam system radiators.

Order oil for winter use; make sure you don't run out.

Set thermostats for 55° or less if out or asleep, 68° or less when up and at home.

Set Air Conditioning to 78° or higher when home; off when out.

Clean dehumidifier if you have one; (remove humidifiers).

Drain sediment from bottom of separate hot water tank. Directions on U-tube. Check temperature setting is 120 ° or less.

Fall	
Annual	
Summer	
Bimonthly	
Summer	
Fall	
Spring	
Spring	
Annual	

Check, clean sump pump and radon air exchangers for proper operation.

Bring old TV's, toxic chemicals, oil paints and other toxics to local recycling centers. Links to recycling events are listed on the borough web page at [www. DoylestownBorough.net](http://www.DoylestownBorough.net).

Fall	
Annual	

Electrical

Replace overloaded extension wires with permanent wiring.

Replace loose plugs; have broken ones repaired. Keep combustibles away from circuit board.

Install GFI circuits near moist areas. Check by pushing reset button.

Use compact fluorescent light bulbs whenever possible.

Put transformers and appliances that have a standby mode on a surge protected strip and turn the strip off at night.

Annual	
Spring & Fall	
Spring & Fall	
Annual	
Nightly	

Of course this is a generalized list of maintenance activities. Always refer to your equipment manufacturer's literature for recommended maintenance and follow all local codes and ordinances when making repairs.