

SEASONAL MAINTENANCE CHECKLIST

Tasks	S P R I N G	F A L L	A N N U A L
Foundation/Basement			
Inspect for signs of termites and wood decay			✓
Check slope of exterior land to assure water will drain away from foundation			✓
Check basement for dampness or leaking following wet weather			✓
Doors and Windows			
Check doors, windows and trim for paint chips/cracks and that windows and doors open properly	✓	✓	
Check for broken glass and damaged screens	✓	✓	
Take down screens (if removable); clean and re-install them		✓	
Lubricate window hardware	✓	✓	
Check weather stripping for damage and tightness of fit	✓	✓	
Check caulking at doors, windows and all other openings and joints between materials (e.g., wood and masonry)	✓	✓	
Exterior Walls			
Check for cracks and loose joints	✓	✓	
Check painted surfaces for paint failure	✓	✓	
Check siding and trim for damage or decay	✓	✓	
Check all trim for tightness of fit at joints, caulk	✓	✓	
Roof			
Check for damaged or loose shingles and blisters	✓	✓	
Check underside of roof where accessible (or attic) for water stains or dampness	✓	✓	
Check for damaged flashings around vents and chimneys	✓	✓	
Check for damaged gutters, downspouts, hangers or if paint is needed on them	✓	✓	
Clean gutters, strainers, downspouts and splash blocks	✓	✓	
Check exterior vents and housings for cracks and debris		✓	
Check fascia and soffits for paint failure and decay	✓	✓	
Evaluate roof for future replacement			✓

Tasks	S P R I N G	F A L L	A N N U A L
Interior Surfaces			
Check all finished surfaces for dirt, finish failure and required repairs	✓	✓	
Check all joints in ceramic tile, laminated plastic and similar surfaces	✓	✓	
Check caulk or grouting around bathtubs, showers and sinks	✓	✓	
Floors			
Check for wear and damage, particularly where one material meets another (e.g., wood and carpet)			✓
Evaluate floors for replacement/repair			✓
Electrical System			
Check condition of cords to all appliances and plugs	✓	✓	
Check smoke detectors	✓	✓	
If fuses blow or breakers trip frequently, call an electrician to locate the cause and make repairs			✓
Heating and Cooling Systems			
Clean or change air filters	✓	✓	
Have systems checked by qualified service person	✓	✓	
Remove window air conditioners for winter or put weatherproof covers on them		✓	
Clean dirt and dust from around furnaces, air conditioners and registers	✓	✓	
Plumbing System			
Check faucets, hose bibs and sinks for leakage and corrosion	✓	✓	
Check water heater for leakage, corrosion and obstruction			✓
Flush hot water heater following manufacturer instructions			✓
Grounds and Yard			
Drain outside water lines and hoses		✓	
Clean windows wells and storm drains	✓	✓	
Check driveways and sidewalks for cracks and yard for soil erosion	✓	✓	

Not all Habitat homes are constructed with the same design or materials. This list is intended as a general guideline to inform your specific seasonal home maintenance plan. If you are uncomfortable performing any specific maintenance item you can contact an expert or consult with Habitat for Humanity Portland/Metro East for additional resources. Homeowners residing within a Homeowners Association or Condo Owners Association should check with the HOA/COA regarding exterior maintenance.