



Homeowner Maintenance Checklist

Upon Taking Ownership

After taking possession of a new home, there are some maintenance and safety issues that should be addressed immediately. The following checklists should help you undertake these improvements:

1. Change the locks on all exterior entrances, for improved security.
2. Check that all windows and doors are secure. Improve window hardware as necessary. Security rods can be added to sliding windows and doors. Consideration could also be given to a security system.
3. Install smoke detectors on each level of the home. Ensure that there is a smoke detector outside all sleeping areas. Replace batteries on any existing smoke detectors and test them. Make a note to replace batteries again in one year.
4. Create a plan of action in the event of a fire in your home. Ensure that there is an operable window or door in every room of the house. Consult with your local fire department regarding fire safety issues and what to do in the event of fire.
5. Examine driveways and walkways for trip hazards. Undertake repairs where necessary.
6. Examine the interior of the home for trip hazards. Loose or torn carpeting and flooring should be repaired.
7. Undertake improvements to all stairways, decks, porches and landings where there is a risk of falling or stumbling.
8. Review your home inspection report for any items that require immediate improvement or further investigation. Address these areas as required.
9. Install rain caps and vermin screens on all chimney flues, as necessary.
10. Investigate the location of the main shut-off for the plumbing, heating and electrical systems.

Weekly Maintenance

Check that the soil around the perimeter of the house is clinging lightly to the edge of the foundation. If there is any space between the soil and the concrete, the soil is too dry and you should increase the frequency with which you water. The foremost cause of foundation failure throughout Texas is lack of moisture control and maintenance by homeowners. Periods of dry weather occur in all seasons. Inspect this item weekly.

Monthly Maintenance

1. Check that fire extinguisher(s) are fully charged. Re-charge if necessary.
2. Examine heating/cooling air filters and replace or clean as necessary.
3. Clean gutters and downspouts. Ensure that downspouts are secure, and that the discharge of the downspouts is appropriate.
4. Remove debris from window wells.
5. Carefully inspect the condition of shower enclosures. Repair or replace deteriorated grout and caulk. Ensure that water is not escaping the enclosure during showering.
6. Check below all plumbing fixtures for evidence of leakage.
7. Repair or replace leaking faucets or showerheads.

Annual Maintenance

1. Replace smoke detector batteries.
2. Have chimneys inspected and cleaned. Ensure that rain caps and vermin screens are secured.
3. Examine the outside of electrical panels, wiring and electrical components for evidence of overheating. Ensure that all components are secure. Flip the breakers on and off to ensure that they are not sticky. (For safety reasons, do not remove covers to electrical panels unless licensed to do so.)
4. If your home is in an area prone to wood destroying insects (termites, carpenter ants, etc.), have the home inspected by a licensed specialist. Preventative treatments may be recommended in some cases.