

## ***SEASONAL MAINTENANCE SCHEDULE***

### **SPRING/SUMMER**

#### **Interior**

- Prior to needing it, turn on your air conditioner for a trial run/replace filters.
- Close chimney damper.
- Clean cabinets.
- Inspect and repair bath tile grouting and shower door caulking as needed.
- Lubricate locks, hinges and latches.
- Check window locks and weather stripping.
- Adjust registers for cooling.
- Lubricate garage door rollers, tighten bolts.
- Check drawers and hinges for proper alignment; tighten and adjust as necessary.
- Check and tighten all dead bolts.
- Clean dryer vent duct to remove any lint or obstruction.
- Free Up sticking windows with paste wax provided at orientation.

#### **Exterior**

- Check and repair caulking as needed-windows, siding, cornice, exterior doors.
- Check exterior paint of siding, cornice, doors.
- Check and repair or replace weather stripping on exterior doors as necessary.
- Clean and remove debris from gutters.
- Fill dirt in areas that have settled around foundation, water should flow away from foundation.
- Seal deck with preservative if necessary.
- Reseed the fescue part of your lawn, if not done in fall.
- Apply mulch around tree, shrubs and flowerbeds.
- Apply fertilizer to your lawn and establish a year round program.
- Inspect roof for loose, warped, torn or missing shingles, unsealed vents or stacks.
- Check gutters for any leaves.

## **FALL**

### **Interior**

- Turn on your furnace for a trial run/replace filters.
- Check and repair interior caulking as needed-sinks, tubs, showers, thresholds, walls, etc.
- Adjust registers for heating.
- Inspect fireplace.
- Open chimney damper before first fire.

### **Exterior**

- Clean and remove debris from gutters.
- Check and repair or replace weather stripping on exterior doors.
- Check and repair caulking at exterior doors and windows.
- Turn off outside faucets at cut-off valve.
- Drain anti-siphon device (if present).
- Remove hoses and open outside water faucets.
- Check alignment of gutters, downspouts, and splash blocks to ensure that water is properly diverted away from the home.
- Rake leaves from your lawn to ensure good lawn circulation.
- Reseed the fescue part of your lawn. Early fall is the best time of the year for this.
- Protect your plants from approaching winter freeze: give shrubs a good watering, and protect young evergreens with screens or covers.

## **WINTER**

### **Interior**

- Keep garage doors closed as much as possible to prevent heat from escaping.
- Open your bathroom and kitchen cabinets to expose the pipes to heat (in extreme cold).
- Set heat at a minimum of 60 degrees F. when you're away from your home.

### **Exterior**

- Clean and remove debris from gutters.
- Keep shrub and grass watered during dry spells.