

RESIDENTIAL WARRANTY COMPANY, LLC



HOME MAINTENANCE MANUAL



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For more resources regarding your warranty, visit www.rwcwarranty.com/homeowners

Home Sweet Home



Maintaining a new home is paramount to ensuring its longevity, functionality, and value over time. While the thrill of owning a brand-new home is undeniable, it's crucial for homeowners to recognize that proactive maintenance is essential for preventing potential issues down the line. Neglecting routine upkeep can lead to costly repairs, diminished structural integrity, and decreased property value. Therefore, by implementing a comprehensive maintenance plan from the outset, homeowners can safeguard their investment and enjoy their new home for years to come. This guide is designed to assist you in managing seasonal maintenance tasks year-round to ensure your home remains in excellent condition.

BEFORE YOU MOVE IN



During the **final walk-through** of your new home, it's essential to pay attention to several key details to ensure that everything is in order before you move in. Here's a list of things to look for:

- ☑ **Exterior:** Inspect the exterior of the home for any signs of damage, such as cracks in the foundation, missing roof tiles, or damage to siding or trim.
- ☑ **Interior:** Check each room of the house for any visible defects or issues, including cracks in walls or ceilings, uneven flooring, or problems with doors or windows.
- ☑ **Utilities:** Test all of the utilities in the home, including lights, switches, outlets, plumbing fixtures, and appliances, to ensure that they are in proper working order.
- ☑ **Structural Integrity:** Look for any signs of structural problems, such as sagging floors, uneven walls, or gaps around windows or doors.
- ☑ **Finishes and Fixtures:** Inspect the finishes and fixtures throughout the home for any damage or defects, such as scratches on countertops, dents in appliances, or loose tiles.
- ☑ **Safety Features:** Ensure that all safety features in the home are functioning correctly, including smoke detectors, carbon monoxide detectors, and any security systems.
- ☑ **Documentation:** Review all of the documentation provided by the builder, including warranties, manuals for appliances/systems, and any permits or inspections that have been completed.
- ☑ **Ask Questions:** Don't hesitate to ask the builder or their representative any questions you may have about the home or the construction process.

WARRANTY TIP: RWC provides a special sticker to place on the electrical box or any other easily accessed surface of the home. Holt Homes can provide (or request from RWC) sticker #204. You or the builder should write your warranty validation number on it. If you ever need to reference your number, you'll know exactly where to find it.

WHAT'S COVERED

IN THE RWC 10 YEAR STANDARD WARRANTY



1 Year Coverage WORKMANSHIP AND MATERIALS

If the workmanship and/or materials used in building your home do not meet the specified quality standards as clearly outlined in your warranty book, the Builder is responsible for correcting the deficiencies. Coverage begins from the Effective Date of Warranty.

What Kinds of Things are Covered for 1 Year?*

Basements/Crawl Spaces/Foundation Slabs
Interior & Exterior Framing
Doors
Roofings
Sitework
Walls & Wall Covering
Windows
Interior Finishes & Trim
Floor Covering
Cabinets & Countertops
Chimney & Fireplace
Electrical System
HVAC System
Plumbing

2 Year Coverage selected portions of MECHANICAL SYSTEMS

For the first two years, specified portions of the heating, cooling, ventilating, electrical and plumbing systems are warranted. If they do not function and operate as defined in this Limited Warranty, the Builder is responsible for correcting the defects.

What Kinds of Things are Covered for 2 Years?*

Electrical Wiring
HVAC Ductwork
Pipe Leaks
Water Supply Stoppage
Faulty Sewer Lines

10 Year Coverage MAJOR STRUCTURAL COMPONENTS

The warranty provides ten-year protection on warranted load-bearing portions of the home. The warranty book identifies which parts of the home are covered, and the criteria for establishing a major structural defect. The Builder is the Warrantor during Years 1 and 2 of this Limited Warranty and the Insurer is the Warrantor in Years 3-10.

What Kinds of Things are Covered for 10 Years?*

Rafters & Roof Trusses
Floor Joists & Trusses
Bearing Walls
Columns
Lintels
Girders
Load-Bearing Beams
Foundation Systems & Footings

*The information provided above is not intended to be an exhaustive list of coverage but a representative example. Please refer to the warranty book provided for the home at closing for a complete list of all coverage, conditions and exclusions that may apply. Descriptions listed reference the RWC 10 Year Standard Warranty, form #319.



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SEASONAL MAINTENANCE



WINTER

HVAC SYSTEM

- ☐ Air filters on fan units should be changed frequently based on individual living condition.
- ☐ Monitor outdoor vents, gas meters and chimneys for ice and snow build up. Consult with an appropriate contractor or your gas utility for information on how to safely deal with any ice problems you may discover.
- ☐ Clear registers from blockages by furniture, rugs, etc.
- ☐ Floor registers and grills should not be set to maximize air flow, but rather the system should be balanced to keep all rooms comfortable during the heating season.
- ☐ Turn on and test gas fireplaces.

ELECTRICAL SYSTEM

- ☐ Check appliance cords, plugs & fixtures for damage or overload.
- ☐ Test ground fault circuit interrupter(s) on electrical outlets monthly by pushing the test button, which should then cause the reset button to pop up.
- ☐ As you prepare to hang seasonal lighting, check electrical cords, plugs and outlets for all indoor and outdoor lights to ensure fire safety; if worn, or if plugs or cords feels warm to the touch, replace immediately.

GUTTERS & DOWNSPOUTS

- ☐ Clean out any debris that accumulated over the fall to keep gutters and downspouts unobstructed for winter thaws.
- ☐ Snow and ice build-up in gutters should be removed when it is above the gutter to prevent ice from damaging the roof.

ATTIC

- ☐ Inspect the attic as you dig out those holiday decorations.
- ☐ Check roof and gable vents to make sure they are clear and the screens haven't collected debris. Unobstructed vents will allow moist air to escape from the attic in the winter, reducing the chances of condensation and mildew buildup.
- ☐ Look for signs of insect infestation like nests. Wasps are dormant in the winter and their nests can be disposed of more easily.
- ☐ Examine attic for frost accumulation. Check roof for ice dams or icicles. If there is excessive frost or staining of the underside of the roof, or ice dams on the roof surface, consult an expert for advice.

WINDOWS & DOORS

- ☐ Examine windows and doors for ice accumulation or cold air leaks. If found, make a note to repair or replace in the spring.
- ☐ Lubricate hinges, locks and moving door hardware. Check to be sure doorknobs are working properly and are not too loose.
- ☐ Accumulated snow and ice can invalidate a garage door's safety device and prevent it from working correctly. Piles of snow can prevent the garage door from closing completely, which will allow cold air to infiltrate the garage. Moisture buildup will warp the bottom of the garage door.

PLUMBING SYSTEM

- ☐ Check all pipes to prevent freezing.
- ☐ Check all faucets for signs of dripping and change washers as needed. Faucets requiring frequent replacement of washers may be in need of repair.
- ☐ Clean drains in dishwasher, sinks, bathtubs & shower stalls.
- ☐ Test plumbing shut-off valves to ensure they are working and to prevent them from seizing.
- ☐ Run water in fixtures that are used infrequently (spare bathroom sink, laundry tub, show stall, etc.) to keep water in the trap.
- ☐ Check basement floor drain to make sure trap contains water. Refill as necessary.
- ☐ Drain water from the hot water heater tank seasonally to remove rust and sediment from the bottom of the tank.
- ☐ Check water supply lines and valves to sinks and toilets. Tighten if loose or leaking.
- ☐ Make sure overflow holes on tubs are clear and open to prevent water damage to floors and ceilings.
- ☐ Never use caustic liquid drain openers on a completely clogged drain because it can severely damage your pipes. If you can't clear a clog after a few attempts, contact a drain-cleaning service or licensed plumber.
- ☐ After having a drain cleared mechanically, consider using a non-toxic biological drain cleaner regularly to keep drains clear. (Avoid putting bleach or mouthwash in biologically treated drains because it kills the "friendly bacteria" working to keep your drains clear.)
- ☐ Check for leaks in toilet at water feed and tank bottom; repair or replace if necessary.
- ☐ Clean faucet aerators: Unscrew, disassemble and wash out debris.

SEASONAL MAINTENANCE



WINTER

- ☐ Fix leaky faucets promptly; a leak wastes up to 20 gallons of water a day and can ruin a faucet set.
- ☐ Clean out debris from tub drain assembly, inspect rubber seal and replace if necessary.
- ☐ Jetted tubs should be cleaned following the manufacturer's recommendations on a regular basis to prevent accumulation of soap scum in the lines.

MISCELLANEOUS

- ☐ Check again to be sure your shovel and/or snow blower is in good operational condition.
- ☐ If this wasn't done in the fall or summer, hire a chimney sweep to clean the chimney to prevent chimney fires. Be sure the damper closes completely to keep cold air out when the fireplace is not in use.
- ☐ Keep snow clear of gas meters, gas appliance vents, exhaust vents and basement windows.
- ☐ Clean humidifier 2 or 3 times during the winter season.
- ☐ Vacuum bathroom fan grille.
- ☐ Vacuum fire and smoke detectors, as dust or spider webs can prevent them from functioning.
- ☐ Vacuum radiator grilles on back of refrigerators and freezers, and empty and clean drip trays.
- ☐ Check pressure gauge on all fire extinguishers; recharge or replace if necessary.
- ☐ Check fire escape routes, door and window locks and hardware, and lighting around outside of house; ensure family has good security habits.
- ☐ Monitor your home for excessive moisture levels- for example, condensation on your windows, which can cause significant damage over time and pose serious health problems- and take corrective action if necessary.
- ☐ Home safety check: trip hazards, loose carpet, loose steps, concrete, hanging wires, slippery surfaces, holes, splinters, etc.
- ☐ Change water filter in icemaker.
- ☐ Clean and apply light wax coat to wood finish cabinets.
- ☐ Check that fire extinguishers are fully charged; recharge if necessary. Keep an adequate number in kitchen, garage and basement.
- ☐ Although garbage disposers are generally self-cleaning, grinding small bones, eggshells, citrus peels and pulp, or a little ice will clean deposits and get rid of odors.
- ☐ Always run cold water when grinding to harden fats and grease and move waste all the way down the drain lines.
- ☐ Never grind clam or oyster shells, highly fibrous materials such as cornhusks, or non-organic materials like glass, plastic or metal in garbage disposal.

SEASONAL MAINTENANCE



SPRING

HVAC SYSTEM

Central Air Conditioning

- ☐ Make sure the condensing unit located outside is not covered up with leaves, newspaper, etc.
- ☐ Change or clean the filters regularly.
- ☐ Be sure access panels are secure, and screws are in place.
- ☐ Set the thermostat in the cooling mode. Run your air conditioner for a few minutes now, before you need it.
- ☐ Schedule a maintenance call before it gets hot to have a professional check the following items:
 - Check for proper refrigerant (Freon) levels. A low level indicates a leak, to be found and repaired before adding more Freon.
 - Check filters, electrical components and controls.
 - Check Condenser for cracks, clean evaporator and condenser coils, as needed.
 - Oil motors as needed.
 - Calibrate thermostat.

Evaporative Air Conditioner

- Hire a professional to clean unit; check belt tension & adjust if necessary; replace cracked or worn belt.
- Clean or replace air filter; clean condenser or evaporator coils & condensate drain; remove debris from outdoor unit.

Wall and Window Air Conditioning Units

- Have your unit checked out to make sure it's working properly before you need it.
- Replace dirty filters and clean dirt, insects and debris from the grilles and cooling fins.
- ☐ Prune nearby trees and shrubs.
- ☐ Check dehumidifier and drain- clean if necessary.
- ☐ Have fireplace or wood stove and chimney cleaned and serviced as needed.
- ☐ Shut down, drain and clean furnace humidifier, and close furnace humidifier damper on units with central air conditioning.
- ☐ Turn OFF gas furnace and fireplace pilot lights where possible.
- ☐ Lubricate blower motor.
- ☐ If you didn't have an annual check-up done last fall, schedule one now to have a certified professional inspect the wiring, check belts and replace if needed, and oil the moving parts.
- ☐ Arrange for service calls before the start of cooling season to get better attention and have more flexibility when scheduling appointments.

ELECTRICAL SYSTEM

- ☐ Trip the main circuit and reset to test operation.
- ☐ Check GFCI's.
- ☐ Inspect electrical cords.

SMOKE ALARM & CARBON MONOXIDE DETECTORS

- ☐ Check the batteries regularly. Some alarms are hard-wired directly into your home.
- ☐ If the unit emits a light to signal that it is working, be sure the light is on.
- ☐ Check fire extinguishers.
- ☐ If you don't currently have a carbon monoxide detector, consider having one installed. Check the batteries regularly. Some alarms are hard-wired directly into your home.
- ☐ If the unit emits a light to signal that it is working, be sure the light is on.
- ☐ Check fire extinguishers.
- ☐ If you don't currently have a carbon monoxide detector, consider having one installed.

STRUCTURE

- ☐ Inspect basement and crawl space for moisture and rotten wood.
- ☐ Check attic for water damage, and infestation of birds, insects or rodents.
- ☐ Inspect exterior painted surfaces for cracking and wear.
- ☐ Examine the foundation walls for cracks, leaks or signs of moisture, and repair as required.
- ☐ Re-level any exterior steps or decks that moved as a result of frost or settling.
- ☐ Check for and seal off any holes in exterior cladding that could be entry point for small pests like bats or squirrels.
- ☐ Inspect exterior trim, gutters, and downspouts.
- ☐ Tighten all railings and grab bars.
- ☐ Check crawl-space for moisture and leaks.
- ☐ Inspect siding (especially on south and storm sides of house) for evidence of deterioration, including cracks, splintering, decay, and insect damage; clean, treat and repair as needed.
- ☐ Paint protects wood and stucco surfaces; postponing necessary painting will require more extensive and expensive preparation (scraping, sanding and priming) and repairs before repainting in the future.
- ☐ Brick and stone: check joints between wood and masonry. Waterproof, repair or repoint if necessary.

SEASONAL MAINTENANCE



SPRING

- ☐ Wood: Look for lifting or peeling paint, splitting wood or areas where the wood grain is separating or “checking” because water is getting into the siding.
- ☐ Stucco: a chalky residue that rubs off on your hand is evidence of oxidation, a deterioration of paint or color coat that reduces stucco’s insulating value. If the stucco is cracked, this allows water to get in around windows and doors. Repair as needed.
- ☐ Trim: Look for peeling paint on the fascia boards, window sills and sashes that could allow water in to form mildew and fungus on the interior behind curtains, blinds and window coverings. Consider installing maintenance free vinyl or aluminum trim.
- ☐ Check flashings around all surface projections and sidewalls, and replace if necessary.
- ☐ Inspect caulking and grout around tubs, showers, and sinks; have it replaced if deteriorating.
- ☐ Check grading for proper slope away from foundation wall.
- ☐ Inspect for cracks and moisture and repair if necessary.
- ☐ Make sure insulation covers the entire attic floor; look into adding more to meet recently updated building codes and reduce future cooling and heating costs.
- ☐ Check to make sure attic and/or whole house fans are working properly.

ROOFING SYSTEM

- ☐ Inspect roof for any damage inflicted to the roof over the winter months (missing, broken or misshapen shingles, damage caused by snow, ice, or severe wind).
- ☐ Inspect roof surface for warping, aging, moss, and cracking, making sure that shingles, shakes or tiles are sound; repair or replace as needed.
- ☐ Inspect the flashing around chimneys, skylights and vents.
- ☐ Seal cracks or openings where water could penetrate.
- ☐ Make sure all your gable, soffit, and ridge vents are open to allow proper ventilation.
- ☐ Check eaves and soffits for sign of water damage, or deteriorating paint.
- ☐ Repair, repaint or consider wrapping with low maintenance vinyl or aluminum soffits and fascia.
- ☐ Inspect attic for insulation and leak stains.

GUTTERS & DOWNSPOUTS

- ☐ Clean out accumulations of debris.
- ☐ Patch leaks along seams or corners with patching compound for gutters.

- ☐ Check eaves, troughs and downspouts for loose joints and secure attachment to your home; clear any obstructions.
- ☐ Ensure water flows away from your foundation so it can’t erode the soil or run into basement or crawl space. Install gutter accessories to divert water, channel underground drain lines into existing yard drainage or storm sewers, or have a dry well installed at the end of the drainpipe to slowly distribute the water to surrounding soil.

WINDOWS & DOORS

- ☐ Clean windows, screens and hardware, and replace storm windows with screens. Repair or replace screens if needed.
- ☐ Inspect caulking around windows, doors and siding.
- ☐ Replace loose or brittle caulking. Inspect weather-stripping.
- ☐ Inspect caulking and replace if deteriorating.
- ☐ Tighten or repair any loose or damaged frames and repaint if necessary; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.
- ☐ Fill cracks, caulk edges, repaint; replace if necessary.
- ☐ Check screws on door locksets and tighten as needed.
- ☐ Lubricate bi-fold and bi-pass doors as needed.

DRIVEWAYS, WALKWAYS, DECKS & PATIOS

- ☐ Remove dirt and weeds from cracks, spray with a high-pressure hose, treat with weed killer and patch with a special patching product.
- ☐ Check all decks, patios, porches, stairs and railings for loose members and deterioration, such as cracks, splintering, decay, and insect damage; treat wood, set nails and repair or replace rotted board, as needed.
- ☐ If cleaned, sealed and maintained, it should only be necessary to refinish and/or stain wooden decks every 2 or 3 years.
- ☐ Thoroughly clean and dry surfaces before adding another coat of stain or protective finish.
- ☐ Remove mold and mildew, fungus, tree sap, grease and bird droppings with appropriate commercial deck cleaners (or homemade mixtures) and a stiff brushed broom. Mildew and fungus may be removed by mixing one cup of chlorine bleach per gallon of water, scrub, and rinse well.

LANDSCAPING

- ☐ Clear all drainage ditches and culverts of debris.
- ☐ Check outdoor paint for peeling, cracking and coverage.
- ☐ Clean out the flowerbeds, remove fallen leaves and blossoms to avoid potential fungus and molds.

SEASONAL MAINTENANCE



SPRING

- ☐ Cut back and trim all vegetation and overgrown bushes.
- ☐ Trim non-fruit trees before they start to grow and both fruit trees and rose bushes before they start to bud to improve production.
- ☐ Consider a lawn renovation to eliminate the brown spots and crab grass left over from last summer; reseed bare spots.
- ☐ Apply pre-emergent to prevent weeds as soon as it starts to warm up.
- ☐ Repair and paint fences as necessary- allow wood fences to dry adequately before tackling this task.
- ☐ If necessary, fertilize young trees.
- ☐ Termites can cause thousands of dollars' worth of property damage before homeowners even realize they have an infestation, and other pests can threaten your family members and pets with bites and diseases. Visually inspect for insects every 6 months to avoid potential infestations and damage to exterior walls. Contact a pest control specialist for a free inspection and evaluation of risk.
- ☐ Natural stone like granite needs regular maintenance every 6 months. Seal with an impregnating liquid silicon stone sealer to repel both water and oil-based stains more effectively.

PLUMBING

- ☐ Open valve to outside hose connection after all danger of frost has passed.
- ☐ Check for leaks around outside hose bibs and evidence of rust or white lime deposits that may indicate a leak is starting.
- ☐ Remove insulation around outdoor water pipes.
- ☐ Ensure sump pump is operating properly before the spring thaw sets in. Ensure discharge pipe is connected and allows water to drain away from the foundation.
- ☐ Check lawn sprinkler system for broken heads, leaky valves and exposed lines.
- ☐ After consulting your hot water tank owner's manual, carefully test the temperature and pressure relief valve to ensure it is not stuck. Caution: This test may release hot water that can cause burns.
- ☐ Drain water from the tank seasonally to remove rust and sediment from the bottom of the tank. Every 6 months you should turn off the power source and drain it completely until it's clear of sediment.
- ☐ Also inspect flue assembly (gas heater); check for leaks and corrosion.
- ☐ Have well water tested for quality. It is recommended that you test for bacteria every 6 months.

- ☐ Make sure overflow holes on tubs are clear and open to prevent water damage to floors and ceilings.
- ☐ Never use caustic liquid drain openers on a completely clogged drain because it can severely damage your pipes. If you can't clear a clog after a few attempts, contact a drain-cleaning service or licensed plumber.
- ☐ After having a drain cleared mechanically, consider using a non-toxic biological drain cleaner regularly to keep drains clear. (Avoid putting bleach or mouthwash down biologically treated drains because it kills the "friendly bacteria" working to keep your drains clear.)
- ☐ Clean faucet aerators: Unscrew, disassemble and wash out.
- ☐ Fix leaky faucets promptly; a leak wastes up to 20 gallons of water a day and can ruin a faucet set.
- ☐ Clean out debris from tub drain assembly, inspect rubber seal and replace if necessary.

MISCELLANEOUS

- ☐ Review storage area and move temperature sensitive material to warmer areas.
- ☐ Vacuum coils under or behind refrigerators and freezers.
- ☐ Change water filter in ice maker.
- ☐ Have your carpets, upholstery and draperies cleaned regularly to remove dirt and grit that can wear them out prematurely.
- ☐ Have a professional check antenna and satellite dish supports for possible leak source.
- ☐ Strip resilient floors of old wax buildup and apply fresh coat.
- ☐ Check drawers and hinges in cabinets for proper alignment. Adjust as needed.
- ☐ Check that fire extinguishers are fully charged; recharge if necessary. Keep an adequate number in kitchen, garage and basement.
- ☐ Clean grease filter. (Running it through the dishwasher is easiest!) This may need to be done more or less often, depending on how much you cook and/or fry foods.
- ☐ Although garbage disposers are generally self-cleaning, grinding small bones, eggshells, citrus peels and pulp, or a little ice will clean deposits and get rid of odors.
- ☐ Always run cold water when grinding to harden fats and grease and move waste all the way down the drain lines.
- ☐ Never grind clam or oyster shells, highly fibrous materials such as cornhusks, or non-organic materials like glass, plastic or metal in a garbage disposal.

SEASONAL MAINTENANCE



HVAC SYSTEM

- ☐ HVAC systems should be serviced by a professional.
- ☐ Air filters on fan units should be changed frequently based on individual living conditions.
- ☐ Check that vent systems and turbine are clear and turning. If the turbine on the roof was covered with plastic during the rainy season, remember to uncover it again.
- ☐ Clear registers from blockages by furniture, rugs, etc.

FIREPLACE AND CHIMNEY

- ☐ Have your chimney cleaned regularly to prevent build-up of soot and creosote.
- ☐ Check the chimney cap and the caulking between the cap and the chimney.
- ☐ Gas fireplaces should be inspected annually by a certified gas technician with expertise in fireplaces.

ELECTRICAL SYSTEM

- ☐ Electrical repairs should be made by a licensed electrician.
- ☐ Inspect electrical service lines for secure attachment where they enter the house. Make sure there is no water leakage into the house along the conduit.
- ☐ Check exterior lighting for loose connections, faulty wires, etc. Repair or replace as needed.
- ☐ Check extension and appliance cords; replace frayed or split cords.
- ☐ Be sure that any wiring in the attic is in a junction box with colored wire nuts placed on the connections.
- ☐ Clean and adjust ceiling fans.
- ☐ Check that the ceiling fan is properly secured.
- ☐ Test ground fault circuit interrupter(s) on electrical outlets monthly by pushing the test button, which should then cause the reset button to pop up.
- ☐ If there are young children in the house, it is a good idea to have safety plugs in all electrical outlets.

EXTERIOR

- ☐ Check exterior cementitious and wood siding and trim for signs of deterioration of the siding and trim as well as the paint.
- ☐ Inspect the caulking where siding meets the trim, windows and doors. Caulking that is cracked or has shrunk should be replaced to prevent entrance of elements and insects.
- ☐ Check for holes in exterior that could be entry point for small pests.
- ☐ Remove any roots that penetrate or plants that contact the siding or brick.

ROOFING SYSTEM

- ☐ Inspect roof from the ground for any missing material or signs of aging/weathering such as severe cracking and brittleness. Roof penetrations and flashing can dry out from long exposure to extreme sun and cold weather. Look for any sagging on roof that could indicate structural problems.
- ☐ Clear roof and gutters of debris on a regular basis.
- ☐ Inspect all attic and roof vents to assure they are free from obstruction and functioning properly.
- ☐ Secure any loose gutters.
- ☐ Make sure downspouts divert water away from foundation walls.
- ☐ Check for water penetration in attic after wet weather.

WINDOWS AND DOORS

- ☐ Check smooth functioning of all windows.
- ☐ Inspect window sealant on outside of glass and replace as needed.
- ☐ Check and replace damaged caulking & weather-stripping around windows and doorways, including doorway between garage and house.
- ☐ Check for broken glass and damaged or missing screens. Remove storm windows and install screens.
- ☐ Sand and touch up paint on windows and doors. Lubricate door hinges and tighten screws as needed.
- ☐ Check screws on door locksets and tighten as needed.
- ☐ Clean and lubricate sliding glass door tracks/window tracks.
- ☐ Lubricate bi-fold and bi-pass doors as needed.
- ☐ Examine the springs, hinges and rollers on all garage doors as well as the garage door track. If the door has a torsion spring to raise and lower the door, do not attempt anything other than a visual inspection. Have a trained professional provide maintenance of, adjustments to or replacement of the spring if needed.
- ☐ Lubricate automatic garage door opener motor, chain, etc.
- ☐ Check the safety reverse system on automatic door openers by using a roll of paper towels. The door should reverse within 2 seconds of contact.

DRIVEWAYS, WALKWAYS, DECKS AND PATIOS

- ☐ Clean pavers, driveways and walkways as needed. Resurface patios, walks and drives if cracks have developed to avoid water intrusion, which can lift surfaces.
- ☐ Apply water sealant that can help improve the longevity of a wood deck including railings.
- ☐ Determine if new paint is needed on decks and patios.

SEASONAL MAINTENANCE



SUMMER

- ☐ Hammer down nail pops, tighten loose screws and secure any loose supports.
- ☐ Check security of all guardrails and handrails.

LANDSCAPING

- ☐ Sharpen lawnmower blades.
- ☐ Trim and shape shrubbery.
- ☐ Look for loose or broken fence posts and safety of latches.
- ☐ General exterior cleanup.

PLUMBING AND SPRINKLER SYSTEMS

- ☐ Run water in fixtures that are used infrequently (spare bathroom sink, laundry tub, shower stall, etc.) to keep water in the trap.
- ☐ Check basement floor drain to make sure trap contains water. Refill as necessary.
- ☐ Check basement pipes for condensation or dripping. If necessary, use a humidifier or insulate pipes.
- ☐ Look for leaks around pipe joints and anti-siphon valves.
- ☐ Drain water from the hot water heater tank seasonally to remove rust and sediment from the bottom of the tank.
- ☐ Adjust sprinkler timers for daylight savings as needed.
- ☐ Change hose and nozzle washers, start up and check for leaks.
- ☐ Test for full coverage of grounds while adjusting them to ensure water does not hit the house.
- ☐ Check water supply lines and valves to sinks and toilets. Tighten if loose or leaking.
- ☐ Make sure overflow holes on tubs are clear and open to prevent water damage to floors and ceilings.
- ☐ Never use caustic liquid drain openers on a completely clogged drain because it can severely damage your pipes.
- ☐ If you can't clear a clog after a few attempts, contact a drain-cleaning service or licensed plumber.
- ☐ After having a drain cleared mechanically, consider using a non-toxic biological drain cleaner regularly to keep drains clear. (Avoid putting bleach or mouthwash down biologically treated drains because it kills the "friendly bacteria" working to keep your drains clear.)
- ☐ Check for leaks in toilet at water feed and tank bottom; repair or replace if necessary.
- ☐ Clean out debris from tub drain assembly, inspect rubber seal and replace if necessary.
- ☐ Jetted tubs should be cleaned following the manufacturer's recommendations on a regular basis to prevent accumulation of soap scum in the lines.

- ☐ Clean faucet aerators: Unscrew, disassemble and wash out debris.
- ☐ Fix leaky faucets promptly; a leak wastes up to 20 gallons of water a day and can ruin a faucet set.

POOLS AND SPAS

- ☐ Check pool slides for cracks, broken supports, broken ladder, and broken or ruptured water lines.
- ☐ Check to be sure that diving board is supported well on the deck. Test to see if board is rigid or pliable.
- ☐ Check pool/spa valves and gates to see if they turn freely and are lubricated properly.
- ☐ Check for water clarity and for proper operation of pool equipment.
- ☐ Check all electrical connections or equipment for potential electrical hazards.
- ☐ Clean pool deck and reseal as needed.
- ☐ Have pool heater checked by a professional before starting up the system.

MISCELLANEOUS

- ☐ Disconnect the duct connected to a clothes dryer and vacuum lint from duct, area around dryer itself and vent hood outside.
- ☐ Vacuum bathroom fan grills.
- ☐ Check humidity level in basement and avoid levels over 60%. Use humidifier as needed to maintain safe relative humidity levels.
- ☐ Check for water penetration in basement.
- ☐ Change indoor air filters.
- ☐ Repair drywall dings and use touch-up paint.
- ☐ Clean out fridge condenser coils and drip pan.
- ☐ Change water filter in ice maker.
- ☐ Fix loose or cracked caulking around tiles, sinks, tubs, showers, toilets and counters.
- ☐ Check propane hose on grill for cracks or leaks.

SEASONAL MAINTENANCE



HVAC SYSTEM

- ☐ Heating systems should be professionally serviced every two years for a gas furnace and every year for an oil furnace.
- ☐ Contact a professional repair technician if any potential problems are discovered.
- ☐ Arrange for service calls before the start of heating and cooling season to get better attention and have more flexibility when scheduling appointments.
- ☐ Before turning on your Forced Warm Air heating system, make sure nothing flammable has been stored next to the furnace over the summer.
 - Be sure access panels are secure & screws are in place.
 - Be sure the thermostat is set in the heating mode.
 - Run your heater for a few minutes to burn off the dust that usually collects on the heat exchanger over the summer (don't worry, that smell is normal) and to make sure it is in working order before you need it.
 - Remove grille on forced air systems and vacuum inside ducts.
 - Consider hiring a professional to perform a furnace maintenance check-up, including these steps:
 - Check furnace filter throughout heating season to ensure it's clean. If not, replace the filter.
 - Inspect thermostat for proper operation.
 - Check all electrical components and controls.
 - Oil motors as needed.
 - Inspect heat exchanger for possible cracks, which would introduce carbon monoxide into living space.
 - Check air flow. If diminished, it may be necessary to clean the evaporator coil and ductwork.
 - Check air fuel mixture, where appropriate.
- ☐ Gas burners should be professionally cleaned.
- ☐ Schedule an annual service call for a Heat Pump to have a certified professional to inspect the wiring, check belts and replace if needed, and oil the moving parts.
- ☐ FOR OLDER HOMES: For steam heating, check shut-off valve for leaks and drain lower water cut-off per manufacturer's instructions. Lubricate pump and motor; bleed air from radiators or convectors.
- ☐ Hire a professional for annual maintenance of oil-fired boilers including flue cleaning, a fuel-filter change, cleaning and adjustment of the jets.
- ☐ Clean thermostat heat sensor, contact points, & contacts.
- ☐ FOR OLDER HOMES: Turn ON gas furnace pilot light (if your furnace has one), set the thermostat to "heat"; test

the furnace for proper operation by raising the thermostat setting until the furnace starts to operate. Once you have confirmed proper operation, return the thermostat to the desired setting.

- ☐ Make sure the thermostat is working properly and the pilot light is functioning. Be sure the gas flame is blue and not streaked with yellow. If you do see yellow, call a professional as this indicates that the furnace is not burning gas efficiently.
- ☐ Be sure that the pipe bringing the fuel or gas into the furnace does not have a leak or a loose connection. The fitting should be secure. The pipe should not have any cracks or signs of erosion.
- ☐ Make sure the drain pan under the cooling coil mounted in the furnace plenum of central air conditioning is draining properly and is clean.
- ☐ Vacuum electric baseboard heaters to remove dust.
- ☐ Check to see that the ductwork leading to and from the heat recovery ventilator is in good shape, the joints are tightly sealed (aluminum tape or mastic) and any duct insulation and plastic duct wrap is free of tears and holes.
- ☐ Consider having the air ducts in your home cleaned if family members suffer excessively from respiratory infections asthma or allergies, there is visible mold growth inside ducts or on other components of your heating and cooling system, the ducts are infested with insects or rodents or excessive amounts of dust and debris and/or particles are actually released into the home from your supply registers.
- ☐ Clean heating system more frequently if you have pets.
- ☐ Bleed air from hot water radiators.
- ☐ Check the insulation in the attic and basement.

FIREPLACE & CHIMNEY

- ☐ Check chimneys for obstructions such as nests.
- ☐ Hire a professional chimney sweep to clean the chimney to remove creosote buildup and prevent chimney fires. Be sure the damper closes completely to keep cold air out when the fireplace is not in use.
- ☐ Have your wood burning fireplaces and stoves inspected annually and cleaned and repaired as required to prevent chimney fires, carbon monoxide poisoning and mortar and flashing failure.
- ☐ Water leaks can cause mortar to deteriorate prematurely.
- ☐ Consider installing a chimney cap to protect your chimney from water, debris and critters.

SEASONAL MAINTENANCE



ELECTRICAL SYSTEM

- ❑ Check and tighten light fixtures, wall plugs and wall switches.
- ❑ Test ground fault circuit interrupter(s) on electrical outlets monthly by pushing the test button, which should then cause the reset button to pop up.
- ❑ If there are young children in the house, make sure electrical outlets are equipped with safety plugs.

SMOKE ALARM & CARBON MONOXIDE DETECTORS

- ❑ Check the batteries regularly. Some alarms are hard wired directly into your home.
- ❑ If the unit emits a light to signal that it is working, be sure the light is on.

EXHAUST FAN & VENT OVER RANGE

- ❑ Grease from the stove can accumulate in the exhaust area and could create a fire hazard.
- ❑ Grease also prevents the vent from closing properly, allowing heat loss through the exhaust vent.

EXTERIOR

- ❑ Look for loose, curled or missing shingles to repair or replace.
- ❑ Check for warping, aging, moss, and cracking, making sure that shingles, shakes or tiles are sound; repair or replace as needed.
- ❑ Do NOT cover air vents or turbines.
- ❑ Check trim and woodwork for scratches, cracks or pulling away from surface.
- ❑ Inspect siding (especially on the south and storm sides of the house) for evidence of deterioration, including cracks, splintering, decay, and insect damage; clean, treat and repair as needed.
- ❑ Paint protects wood and stucco surfaces; postponing necessary painting will require more extensive and expensive preparation (scraping, sanding and priming) and repairs before repainting in the future.
- ❑ Brick and stone: check joints between wood and masonry. Waterproof, repair or repoint if necessary.
- ❑ Wood: Look for lifting or peeling paint, splitting wood or areas where the wood grain is separating or “checking” because water is getting into the siding.

- ❑ Stucco: a chalky residue that rubs off on your hand is evidence of oxidation, a deterioration of paint or color coat that reduces stucco’s insulating value. If the stucco is cracked, this allows water to get in around windows and doors. Repair as needed.
- ❑ Trim: look for peeling paint on the fascia boards, window sills and sashes that could allow water in to form mildew and fungus on the interior behind curtains, blinds and window coverings. Consider installing maintenance free vinyl or aluminum trim.
- ❑ Caulking: check caulking around all openings in the exterior envelope of the home, such as windows & doors. Inspect for cracks and moisture.
- ❑ Inspect exterior wood for cracks, splintering, decay, and insect damage; treat and repair as needed.

GUTTERS & RIDGE VENTS

- ❑ When gutters are clogged, rainwater backs up in the gutters and spills over onto walkways. The water can freeze, creating a hazard for walking on the walkways.
- ❑ Clogged gutters and downspouts can also cause “ice damming”, which can result in damage to the roof.
- ❑ When the temperature drops, water standing in gutters freezes potentially causing the gutter to expand and crack.
- ❑ If the water can’t drain properly, it can freeze on the shingles and also cause damage.
- ❑ Ridge vents need to be cleaned in order to allow the house to breathe properly. Air can stagnate creating an unhealthy environment.
- ❑ Make sure downspouts divert water away from foundation walls. Install gutter accessories to divert water, channel underground drain lines into existing yard drainage or storm sewers, or consider installing a dry well at the end of drainpipe to slowly distribute water to surrounding soil.

WINDOWS & DOORS

- ❑ Inspect caulking around exterior doors and windows. If caulking is cracked or peeling away, heat will escape.
- ❑ Inspect all windows and doors- replace any cracked or broken glass, tighten or repair any loose or damaged frames and repaint if necessary; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers; check for broken or missing glazing.

SEASONAL MAINTENANCE



- ☐ Consider installing dual pane thermal windows to eliminate all need to remove or replace storm windows.
- ☐ If there is frost on the interior side of your windows, cold air is seeping into the home. Be sure that doors, windows and skylights shut tightly so that no air can enter. Check the door between the house and the garage also.
- ☐ Check the weather-stripping around all doors and windows and replace it if necessary to reduce drafts and heat loss.
- ☐ As homes 'settle', the seals around the doors and windows may be affected, creating gaps for outside air to enter and for your cooled or heated air inside the home to escape.
- ☐ Check door sweeps to see if worn and allowing cold to enter house. Replace if needed.
- ☐ Replace screens with storm windows and doors.
- ☐ Remove interior insect screens from windows to allow air from the heating system to keep condensation off window glass and allow more free solar energy into your home.
- ☐ Remove room air conditioning units or cover outside and shut off power.
- ☐ Install weather-stripping along the bottom of the garage door and keep it free of snow and ice to be certain that the door will function safely and prolong its life.
- ☐ Clean and lubricate garage door hinges, rollers, and tracks; tighten screws.
- ☐ Make sure weather-stripping on door between garage and home is intact to reduce the risk of carbon monoxide poisoning.

DRIVEWAYS, WALKWAYS, DECKS & PATIOS

- ☐ Resurface patios, walks and drives if cracks have developed to avoid water intrusion, which can lift surfaces.
- ☐ Keep decks clean, removing wet leaves and debris that can cause staining or encourage wood decay, mold and mildew growth.
- ☐ Cleaning and sealing your deck can add years to its life.

LANDSCAPING

- ☐ Winterize landscaping: store outdoor furniture, prepare gardens and, if necessary, protect young trees or bushes for winter.
- ☐ Ensure that the ground around your home slopes away from the foundation wall, so that water does not drain into basement.
- ☐ Check for erosion or shifting around house.
- ☐ Bury any exposed sprinkler, wiring or cable lines.
- ☐ Check, tighten and adjust fences, gates and doors.

- ☐ Cut back any trees or shrubs that touching the exterior.
- ☐ Rake and bag leaves from lawn.
- ☐ Insects and other critters would naturally prefer to come indoors out of the rain and cold, if possible, as winter sets in. Make sure all vents and other openings are covered and spray for insects along perimeter of house. Termites can cause thousands of dollars worth of property damage before a homeowner even realizes they have an infestation, and other pests can threaten your family members and pets with bites and diseases. Visually inspect for insects every 6 months to avoid potential infestations and damage to exterior walls.
- ☐ Check with a local gardening service or your county extension agent for information about appropriate measures in your area for fertilizing, thatching, aerating and reseeding lawn, and controlling disease and insects in all your landscaping.

PLUMBING SYSTEM

- ☐ Remove all hoses or other attachments to outside faucets before the onset of cold weather to prevent freezing of the plumbing lines. Leaving an attachment will not allow the faucet to drain and the fixture may freeze.
- ☐ Shut off & drain external lines, outside faucets (in older homes), hose bibs & sprinklers to prevent pipes from bursting; put away hoses. In most newer homes, the outside faucets cannot be turned off but are frost proof to prevent damage.
- ☐ Check for leaking around the outside hose bibs. Install insulation around outdoor water pipes to protect from freezing.
- ☐ Fill all sinks, drain and check for leaks.
- ☐ Check toilet for leaks.
- ☐ Drain water from the hot water heater tank seasonally to remove rust and sediment from the bottom of the tank.
- ☐ Every 6 months, turn off the power source and drain the water heater completely until it's clear of sediment.
- ☐ Inspect flue assembly of a gas water heater; check for leaks and corrosion.
- ☐ If sump pump is exposed to extreme cold, ice may form on the pump and cause damage, preventing the pump from turning on. This can be a critical problem when snow begins to melt and the pumps are needed to keep the basement from flooding.
- ☐ Clean faucet aerators: Unscrew, disassemble & wash out.
- ☐ Fix leaky faucets promptly; a leak wastes up to 20 gallons of water a day and can ruin a faucet set.

SEASONAL MAINTENANCE



- ☐ Clean out debris from tub drain assembly, inspect rubber seal and replace if necessary.
- ☐ Make sure the sump pumps are covered to keep out large objects that could clog the pump.
- ☐ Check your pipes for rust or white lime deposits that may indicate a leak is starting- replace if necessary.
- ☐ Have well water tested for quality. It is recommended that you test for bacteria every 6 months.
- ☐ If you have a septic tank, measure the sludge and scum to determine if the tank needs to be emptied before the spring.
- ☐ Tanks should be pumped out at least once every 3 years.
- ☐ Make sure overflow holes on tubs are clear and open to prevent water damage to floors and ceilings.
- ☐ Never use caustic liquid drain openers on a completely clogged drain because it can severely damage your pipes.
- ☐ If you can't clear a clog after a few attempts, contact a drain-cleaning service or licensed plumber.
- ☐ After having a drain cleared mechanically, consider using a non-toxic biological drain cleaner regularly to keep drains clear. (Avoid putting bleach or mouthwash down biologically treated drains because it kills the "friendly bacteria" working to keep your drains clear.)

MISCELLANEOUS

- ☐ Check to be sure your shovel and/or snow blower is in good operational condition.
- ☐ Close all crawl space vents for the winter to help avoid freezing water lines that are located in the crawl space.
- ☐ Check to see that bathroom exhaust fans and range hoods are operating properly.
- ☐ Jetted tubs should be cleaned following the manufacturer's recommendations on a regular basis to prevent accumulation of soap scum in the lines.
- ☐ Clean portable humidifier, if one is used.
- ☐ Change indoor air filters.
- ☐ Clean dryer vents and exhaust vents.
- ☐ Check linoleum for rips, tears and curling.
- ☐ Have your carpets, upholstery and draperies cleaned regularly to remove the dirt and grit that can wear them out prematurely.
- ☐ Clean grease filter. (Running it through the dishwasher is easiest!) This may need to be done more or less often, depending on how much you cook and/or fry foods.
- ☐ Natural stone like granite needs regular maintenance every 6 months. Seal with an impregnating liquid silicon stone sealer to repel both water & oil based stains more effectively.



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HOME MAINTENANCE MANUAL