



## Home Maintenance Guidelines\*

---

### Checklist - Every Month\*

1. **Fire Extinguisher:**
  - a. Check that it's fully charged and recharge if necessary.
  - b. Be sure you have an adequate number located in kitchen, garage and basement.
  - c. For additional peace of mind, contact a Fire Prevention and Protection Service.
2. **Smoke and Carbon Monoxide Detectors:**
  - a. Test all alarms monthly to make sure they are operating properly. Replace if necessary.
3. **Sinks & Tubs:**
  - a. Check for moisture or small leaks under sinks, bathtubs, and toilets; have them repaired quickly to avoid costly damage to cabinets and floors.
  - b. Make sure overflow holes on tubs are clear and open to prevent water damage to floors and ceilings.
  - c. Flush with hot water and baking soda.
  - d. Keep strainers in your bathroom drains to catch hair and soap pieces.
4. **Drains:**
  - a. Never use caustic liquid drain openers on a completely clogged drain because it can severely damage your pipes.
  - b. If you can't clear a clog after a few attempts, contact a drain-cleaning service or licensed plumber.
  - c. Using too much force can permanently damage a fixture or pipe.
  - d. 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.)
5. **Garbage Disposal:**
  - a. Although 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.
  - b. Always run cold water when grinding to harden fats and grease and move waste all the way down the drain lines.
  - c. Never grind clam or oyster shells, or highly fibrous materials such as cornhusks, or non-organic materials like glass, plastic or metal.
  - d. Hire a professional to repair or service your garbage disposal.

*\* Please note that this is a generalized maintenance guideline only and is generic in nature. It is not intended to include all maintenance requirements for your home, but to be a starting point for your own personalized maintenance plan. ALWAYS strictly follow the Manufacturer's suggested maintenance procedures. We suggest that you hire professionals licensed in their field to perform your maintenance work at your home.*



## Home Maintenance Guidelines\*

---

### 6. Forced Warm Air Heating System:

- a. Replace disposable or clean reusable filters.
- b. Keep in mind, however, that these filters keep your furnace's heat exchanger clean and efficient, but they do not clean the air your family breathes by trapping small particles that harbor bacteria, pollen, mold, dust mites and other irritants.
- c. If someone is prone to respiratory ailments or allergies, consider a higher-performance filter or electronic air cleaner.

### 7. Heat Pump:

- a. Replace disposable or clean reusable filters.
- b. Hire a professional to repair or service your heat pump if necessary.

### 8. Air Conditioner:

- a. Clean or replace air filter; clean condenser or evaporator coils and condensate drain when in use; be sure to remove debris or snow from outdoor portion of unit each month
- b. Contact a service pro if additional work is required.

### 9. Oil Burner (Pressure Type):

- a. Inspect and clean.

### 10. Range Hood Fan:

- a. Clean grease filter. (Running it through the dishwasher is easiest!)
- b. This may need to be done more or less often, depending on how much you cook and/or fry foods.
- c. If it is too corroded, you may need to hire a service professional.

### 11. Steam Heating System:

- a. Test relief valve and replace if necessary; check pressure gauge and drain expansion tank if necessary.

### 12. Wall Furnace:

- a. Clean grills.
- b. Clean or replace filter.
- c. For more serious repairs, do not hesitate to contact a pro.

---

*\* Please note that this is a generalized maintenance guideline only and is generic in nature. It is not intended to include all maintenance requirements for your home, but to be a starting point for your own personalized maintenance plan. ALWAYS strictly follow the Manufacturer's suggested maintenance procedures. We suggest that you hire professionals licensed in their field to perform your maintenance work at your home.*