



## Home Maintenance Guidelines\*

---

### Checklist - Every Year\*

#### 1) Shut Off Valves:

- a) Review the location of all of the shutoff valves in your home with all your family members so you'll be prepared for emergencies.
- b) **Whole-house water shutoff valves:** The main shutoff should be beside the meter if you are on City water. If you use a well, the shutoff will be on the house side of the pressure tank. You should also cut power to the tank.
- c) **Whole-house hot water shutoff:** There should be a valve on the hot water outlet of the water heater, which controls all of the hot water to the house.
- d) **Toilet shutoffs:** Show your entire family how to shut off the toilet by turning the ribbed oval handle under the tank if it ever starts to overflow.
- e) **Sink shutoffs:** Sink shutoffs are typically handles located beneath the sinks or within the cabinets; the one on the left is usually for hot water, the one on the right for cold.
- f) **Dishwasher shutoffs:** Look under the kitchen sink for a reducer coupling and shutoff valve leading to the dishwasher on the ½ inch hot water sink supply line. It could also be between ceiling joists just below the appliance if you have a basement.
- g) **Washing machine:** Valves are usually where the washer hoses meet the house supply lines. However, washer hoses are notoriously weak, so consider changing them routinely every year or at least close the valves when leaving home for an extended period.
- h) **Gas shutoff valve:** Identify location and show entire family how to shut off.
- i) **Electrical Panel/Breaker box:** Identify location and show entire family how to shut off main breaker in an emergency, or flip any circuits back on after an overload. (If it's a common occurrence consider hiring an electrician to upgrade your panel or wiring).

#### 2) Gas Fired, Forced-Air Central Heating Systems:

- a) Hire a pro to inspect the thermostat, electrical components and controls, check the heat exchanger, flue, ducts, air flow and air fuel mixture, adjust the burner and oil the motor and circulating fan.
- b) Arrange for service calls before the start of heating and cooling season to get better attention and have more flexibility when scheduling appointments.

#### 3) Heat Pump:

- a) Schedule an annual service call to have a certified professional to inspect the wiring, check belts and replace if needed, and oil the moving parts.
- b) Arrange for service calls before the start of heating and cooling season to get better attention and have more flexibility when scheduling appointments.

---

*\* 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\*

---

### 4) Oil-Fired Boilers:

- a) Hire a professional for annual maintenance including fuel cleaning, a fuel-filter change, cleaning and adjustment of the jets.
- b) Arrange for service calls before the start of heating and cooling season to get better attention and have more flexibility when scheduling appointments.

### 5) Fireplaces and Chimneys:

- a) 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.
- b) Water leaks can also the mortar in masonry fireplaces and chimneys to deteriorate prematurely. Consider installing a chimney cap to protect your chimney from water, debris, and critters.

### 6) Clean Carpeting, Upholstery and Draperies:

- a) Have your carpets, upholstery and draperies cleaned regularly, once every 12 to 18 months, to remove the dirt and grit that can wear them out prematurely.
- b) You should also have carpets cleaned after any event such as a party and eliminate stains as quickly as possible.

### 7) Appliances:

- a) Inspect appliance hoses and ventilation according to owners' manuals.
- b) Hire a service professional if it is necessary to replace them.
- c) Vacuum the coils behind your refrigerator and freezer to (found behind or under the appliance) to increase energy efficiency.

### 8) Garage Doors:

- a) Clean and lubricate hinges, rollers, and tracks; tighten screws.
- b) If any more serious repairs are required, contact a garage door pro.

### 9) Dryer Vents:

- a) Clean out lint from duct that runs from the dryer all the way to the outside of your house.
- b) A clogged dryer vent can lead to a fire and can significantly reduce the efficiency of your dryer.

---

*\* 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.*