# Helpful Tips After You Move

- Establish utilities in your name

- Call Al's Pest Control to transfer the Termite Bond into your name.

- Organize important instruction manuals, manufacturer's warranties, insurance documents, etc.…

- Change your address on your driver's license

- Purchase fire extinguishers for each floor of the home and a separate one for the kitchen and garage

- Store all touch up paint in a common location (not near your water heater or furnace)

- Locate main water and gas shut off valves

- Locate electrical service panel and main shut off switch

- Install floor protector pads on the bottom of all furniture legs where needed.

- Enjoy Your New Home!!

# Home Maintenance Schedule

## SUGGESTED MONTHLY MAINTENANCE:

- Smoke Detectors – Check operation by pushing test button.  Check and replace battery if necessary.

- Clean garbage disposal blades by grinding ice cubes and citrus fruit rinds.

- Clean or replace dirty filter in range hood.

- Check for evidence of leaks around toilets, under sinks and around dishwasher.

- Clean and freshen sink drains by flushing with hot water and baking soda.

- Inspect furnace and A/C filters and replace as necessary.

- Clean aerators on faucets and shower heads regularly.  You may need to use a rust remover or scale remover such as CLR or white vinegar to return them to normal condition.

## TWICE-A-YEAR MAINTENANCE

- Inspect roof and chimney for broken or missing tiles or shingles, identifying anything that might cause leaks or problems.  Inspect and clean gutters and downspouts.  Do not walk on the roof as it is dangerous and may cause damage.

- Inspect outside of home and condition of siding, paint, masonry, stucco and wood trim.

- Inspect weep holes at bottom of brick exterior for intrusion of ants or other insects.

- Inspect doors and windows to verify proper operation, security and weather-resistance.  Clean tracks of windows before applying silicone lubricant.

- Maintain countertops and cabinets.

- Maintain wall finishes, clean/sand/re-stain all exterior wood.

- Check all GFCI outlets and breakers. These outlets have those "TEST" and "RESET" buttons on them and are ultra-current sensitive to protect you from accidental electrocution if you're exposed to water and an electrical device. They can be found in kitchens, bathrooms, garages and the service panel. Push the "TEST" button to trip the circuit. If the "RESET" button doesn't pop outward during this test, consult with a qualified electrician, as necessary, to replace the GFCI switch. If it does pop out, push it back in and repeat on the next inspection. DO NOT plug refrigerators or freezers into a GFCI circuit. These appliances experience sudden large power draws which can trip the GFCI switch and spoil the food!

- Complete seasonal maintenance on heating and A/C by licensed HVAC contractor.

- Inspect and replace as needed caulking and grout around tubs, showers and sinks.

- Monitor and maintain floor coverings on an as-required basis. Regular vacuuming will reduce wear of carpets. Remove stains as soon as possible. Have carpets professionally cleaned at least once a year.

- Water heaters should be drained periodically to prevent sediment build-up at the bottom.


## ANNUAL MAINTENANCE

- Examine caulking around windows and doors, re-caulking when necessary.

- Complete annual furnace and A/C maintenance by a licensed HVAC contractor.

- Schedule professional inspection of major appliances, especially if gas fueled.

- Inspect springs and tracks on garage door and lubricate.

- Inspect and perform maintenance on your garage door, because your door moves, the hardware can loosen. Inspect and tighten all roller brackets and the bolts that hold the rails to the support brackets. Lubricating the chain on your opener will help to keep the door functioning properly and quietly. Failure to maintain the door will result in a service charge from the door provider if it begins to have problems.

- Pressure wash your house, eaves, driveway, and sidewalks.