



RECOMMENDED MAINTENANCE SCHEDULE

| | PERIODICALLY | SPRING | FALL | ANNUALLY |
|---|--------------|--------|------|----------|
| I FOUNDATION & MASONRY: Basements, Exterior Walls: | | | | |
| To prevent seepage, condensation, rot and wood destroying insect infestations. | | | | |
| a. Check basement for dampness and leakage after wet weather. | ✓ | | | |
| b. Check foundation walls, steps, retaining walls, walks, patios, driveways, garage floors, etc., for cracks, heaving, crumbling. | | ✓ | ✓ | |
| c. Check chimneys, deteriorated chimney caps, loose and missing mortar. | | ✓ | ✓ | |
| d. Maintain grading sloped away from foundation walls. | | | | ✓ |
| e. Check yearly for presence of termites or other wood destroying insects. | | | | ✓ |
| f. Check window wells for a tight fit against the foundation. Caulk where needed and clean out any debris. | | | | ✓ |
| II ROOFS & GUTTERS: | | | | |
| To prevent roof leaks, condensation, seepage and decay problems | | | | |
| a. Check for damaged, loose or missing shingles, blisters. | | ✓ | ✓ | |
| b. Check for leaking, misaligned or damaged gutters, downspouts (leaders), hangers (straps), gutter guards and strainers. | | ✓ | ✓ | |
| c. Clean and recaulk all gutters and flush downspouts at least three times a year: once in late spring, once in mid-fall and once just before winter sets in and all leaves are off the trees. Check and clean window wells. Be sure leaders direct water away from the foundation. | ✓ | | | |
| d. Cut back tree limbs growing on or over roof. | | | | ✓ |
| e. Check antenna supports for sturdiness and possible source of leakage. | | | | ✓ |
| f. Check flashings around roof stacks, vents, skylights, chimneys, and caulk all cracks to prevent leaks from occurring. | | | | ✓ |
| g. Check vents, louvers and chimneys for bird nests, squirrels, insects. | | | | ✓ |
| h. Check fascias and soffits for paint flaking, leakage and decay. | | | | ✓ |
| i. Inspect the roof for wear, and caulk any cracks or damaged areas. | | | | ✓ |
| III EXTERIOR WALLS: | | | | |
| To prevent paint failure, decay and moisture penetration problems | | | | |
| a. Check painted surfaces for paint flaking or paint failure. | | ✓ | | |
| b. Check siding, shingles and trim for damage, looseness, warping and decay. | ✓ | | | |
| c. Check exterior masonry walls for cracks, looseness and missing or broken mortar, and caulk or repair as needed. | | ✓ | ✓ | |
| d. Cut back and trim shrubbery against sidewalls. | | ✓ | ✓ | |
| e. Maintain a dry basement or crawl space area. Excessive moisture will cause mold to grow and paint to blister and peel. | ✓ | | | |



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| IV DOORS AND WINDOWS: | | | | |
| To prevent air and weather penetration problems. | | | | |
| a. Check caulking and for decay around doors, windows, corner boards, joints, and recaulk as needed. This will prevent further deterioration and help to conserve energy. We recommend "Lexel" caulk or a good urethane caulk. | | | ✓✓ | |
| b. Check glazing putty around windows and repair as needed | | | ✓✓ | |
| c. Check weather-stripping and repair as needed. | | | ✓✓ | |
| V EXTERIOR: | | | | |
| a. Check for cracks in asphalt areas and repair with asphalt patch, tar and sealer. | | | | ✓✓ |
| b. Keep all shrubs and plants trimmed at least 18 to 24 inches away from the house to allow for proper air circulation. | | | | ✓✓ |
| c. Keep tree limbs trimmed at least 8 feet away from the house to allow for proper air circulation. | | | | ✓✓ |
| d. Fill in low areas around the foundation with soil to prevent pooling of water. Keep all grading at a minimum 15 degree slope away from the dwelling. A drainage swale may be required to convey water away from the dwelling. | | | | ✓✓ |
| e. Prevent wood from being in direct contact with soil since this is conducive to rot and wood destroying insect infestation. | | | | ✓✓ |
| VI ELECTRICAL: | | | | |
| For safe electrical performance. | | | | |
| a. Learn location of electrical panel box for breakers or fuses. Never overfuse. | | | | |
| b. Trip circuit breakers every six months and ground fault interrupters (G.F.I.) monthly. | ✓ | | | |
| c. Mark and label each circuit. | | | | |
| d. Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear and damage. | ✓✓ | | | |
| e. Check exposed wiring and cable for wear or damage. | ✓✓ | | | |
| f. If fuses blow or breakers trip frequently have a licensed electrician determine cause. | | | | |
| g. If you experience slight tingling shock from handling or touching any appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, call a licensed electrician. | | | | |
| h. For safety reasons it is recommended that upgrading of all electrical receptacles to a grounded type receptacle be conducted. | | | | |
| i. It is strongly recommended that all bathroom, garage, and outdoor receptacles be equipped with ground fault circuit interrupters (G.F.I.). This inexpensive upgrade could save a person's life. | | | | |



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| VII PLUMBING: | | | | |
| For preventive maintenance. | | | | |
| a. Check faucets, hose bibbs and valves for leakage and repair as quickly as possible. | ✓ | | | |
| b. Drain exterior water lines, hose bibbs, sprinklers, pool equipment in the fall. | | | ✓ | |
| c. Check sinks, toilets, house traps, and sewer cleanouts for leakage and repair as quickly as possible. | ✓ | | | |
| d. Draw off sediment in water heaters monthly or per manufacturer's instructions. | | | | ✓ |
| e. Have septic tank cleaned every 2 to 4 years. | ✓ | | | |
| f. Keep water heater temperature set below 135°F. 120°F is the recommended temperature. | | | | |
| VIII HEATING & COOLING: | | | | |
| For comfort, efficiency, energy conservation and safety. | | | | |
| a. Change or clean furnace filters, air conditioner filters, electronic filters as needed. | ✓ | | | |
| b. Clean and service humidifier. Check periodically and annually. | ✓ | | | ✓ |
| c. Have oil burning equipment serviced annually by a reliable heating company. A yearly service contract is recommended. | | | | ✓ |
| d. Clean around heating and cooling equipment, removing leaves, dust, overgrown shrubbery, debris. Be sure power is off!! | | | | ✓ |
| e. On steam systems, "blow off" or drain low water cut-off per manufacturer's instructions on instruction tag or at least every other week. | ✓ | | | |
| f. Have your heating contractor test the pressure relief valves on boilers and hot water heaters. We do not test these devices due to their high rate of failure (refusal to shut off). They are inexpensive to replace in case of failure. | | | | ✓ |
| IX INTERIOR: | | | | |
| General house maintenance. | | | | |
| a. Check bathroom tile joints, tub grouting and caulking. Be sure all tile joints in bathrooms are kept well sealed with tile grout to prevent damage to walls, floors and ceilings below. | ✓ | | | |
| b. To prevent freezing, keep garage doors closed in winter. Exposed water lines and drains should be wrapped with insulation. | | | | |
| c. Close crawl space vents in winter and open in summer to allow proper air circulation. | | | | ✓ |
| d. Check underside of roof for water stains, leaks, dampness and condensation, particularly in attics and around chimneys. | ✓ | | | |
| e. Keep attic louvers and vents open all year round. Check louver screening. | | | | ✓ |
| f. Fire, smoke and carbon dioxide detectors should be installed in the appropriate areas as recommended by local fire codes. Units should be checked at least twice a year and batteries changed yearly to insure their proper operation. | ✓ | | | |
| g. Keep basements and crawlspace areas dry and sump pumps in good working order. | ✓ | | | |
| h. Use a dehumidifier in the basement or crawl space area to prevent dampness and mildew during the summer months is recommended. | | | | ✓ |



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| X KNOW THE LOCATION OF: | | | | |
| a. The main water shut off valve. | | | | |
| b. The main electrical disconnect or breaker. | | | | |
| c. The main emergency shut off switch for the heating system. | | | | |
| XI RECOMMENDATION: | | | | |
| Dico Building Inspection Service, Inc. recommends that only reliable and licensed contractors be employed for any remodeling or maintenance work. A written contract for the work should be obtained prior to release of any monies. The contractors should have proper liability and Worker's Compensation insurance. | | | | |

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