

## My Florida Home Book 2.3: Scheduling Inspections and Maintenance<sup>1</sup>

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### Regular Inspections

Inspecting (or looking carefully) at areas in and around your home is important. You will save money in the long run if you correct problems when they are small. Big problems can mean big repairs and that can mean big expenses. Inspect your home regularly and save money.

#### Inspect Often

- **Walls and ceilings:** Look for any water stains that might be from a roof leak.
- **Walls:** Look for uneven or peeling paint or wallpapers and water stain (may be signs of moisture problem).
- **Floors:** Look for any scratches or damages/stains.
- **Toilets:** Leaks, constant "running" and/or poor flushing; replace parts as needed.
- **Drains:** See if any drain slowly. If so, the main water line may be clogged.
- **Electrical** switches, sockets, outlets and face plates: Look for any cracks. These could be a safety issue and should be replaced immediately.
- **Filters** on kitchen exhaust fans and room air conditioners: Clean or change filters as necessary.
- **Fireplace, stove and chimneys:** Check for soil and creosote build-up; repair and clean as needed to avoid a possible fire.
- **Caulking around sinks, bathtub and shower:** Look for gaps and cracks.
- **Closets:** Look for loose mountings, cracks in rods, shelves, brackets; check for mildew and odor.
- **Outside plumbing** faucets, hose bibs, valves and sewer cleanouts: Look for any leaks and repair immediately.

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### Inspect Twice a Year

- **Walls:** Look for cracks, soil, wear to the surface, warping and holes that may indicate the house is settling or moisture, rodents and insects are getting through the walls; repair as necessary.
- **Ceilings:** Look for cracks, holes and loose tiles. This may indicate problems of house settling, high humidity, rodents or insects.
- **Doors and windows:**
  - Look for damage on weather stripping and caulking. Test for air leaks.
  - Examine condition and operation of hardware.
  - Lubricate moving parts, and wax doors and window tracks as needed.
  - Check screens for any damage, wear and tears. Replace as needed.
  - Look for any cracks on window. Replace promptly.
- **Appliance cords, plugs and exposed wiring:** Check condition and replace at first sign or wear.
- **Ceiling light fixtures:** Look for cracks, loosened mountings and soil buildup.
- **Refrigerator and freezer:**
  - Check refrigerator condenser coils. Vacuum soil buildup to save money.
  - Check door seal. Replace if needed.
- **Ductwork:** Look for gaps in insulation and joints. Seal with foil mastic tape. Never use old-fashioned duct tape.
- **Water heater (gas or electric):** Inspect pressure relief valve.
- **Roofs:**
  - Look for damaged, curled, loose or missing roof shingles.

- Check flashings around roof vents, chimneys and skylights for corrosion, rust, cracks or loss of sealant.
- **Attic:** Look for wet spots during and following a heavy rain.
- **Vents, louvers, chimneys and gutters:** Check for bird nests, squirrels and insects. (Wear protective clothing and gloves while doing this inspection.)
- **Chimneys and chimney caps:** Look for deterioration and loose or missing mortar.
- **Fascia boards and soffits:** Look for paint flaking, leaks, mildew and decay. Repair and/or replace as needed.
- **Gutters, downspouts, strainers and drains:** Direct downspouts away from the house.
- **Exterior siding, shingles and trim:** Look for damage, looseness, warping and decay. Replace damaged sections.
- **Exterior painted surfaces:** Look for peeling, blistering, cracking and mildew.
- **Exterior masonry walls:** Look for cracks, looseness, missing or broken mortar.

### Inspect Annually

- **Floors:**
  - Look for wear and damage in high traffic areas, loose tiles and sheet flooring. Reattach, secure or replace.
  - Check for soft spots or other signs of decay.
- **Gas water heater:** Check flame color. If not blue, contact a gas service professional.
- **Air conditioning and/or heating system (HVAC):** Call a service professional to perform the inspection.
- **Septic tank:** Call for professional cleaning/maintenance, if necessary.

## Regular Maintenance

Small tasks done every day make a big difference in your home care. Use this schedule to help you maintain a safer, cleaner, and healthier home.

### Daily

- Wash dishes after every meal.
- Remove trash from the kitchen.
- Remove spots on carpet as soon as you see them.

### Weekly

- Wash linens.
- Clean garbage cans with disinfectant.
- Clean sinks, bathtubs and toilets.
- Mop floors.
- Vacuum floors and carpets.
- Clean windows and dust window frames and facings.

### Monthly/Seasonally

- Clean light fixtures, vents and walls.
- Clean range and hood.
- Wash mattress pad.
- Wash shower curtain.
- Vacuum upholstered furniture.
- Clean and wax furniture.
- Clean kitchen shelves.
- Clean refrigerator.
- Clean A/C filters.
- Check flashlights.
- Check smoke detector batteries.

- Check carbon monoxide detector batteries.
- Check loose eaves, gutters and downspouts.
- Sweep roof and clean gutter.

### Semi-Annually/Annually

- Clean closets.
- Wash curtains or blinds.
- Wash blankets.
- Wash walls.
- Clean woodwork.
- Vacuum refrigerator condenser coils.
- Clean refrigerator drip tray.
- Vacuum and clean under appliances.
- Check fire extinguishers.
- Replace smoke detector batteries.
- Check caulking/weather stripping around doors and windows.
- Clean out garage or carport.
- Trim trees away from roof.