



# NewLeaf Homes

Building a Better Community

## MAINTENANCE SCHEDULE

Following is example of a recommended maintenance schedule.

Item	Monthly	Quarterly	Semiannually	Annually	Comments
Clean and test smoke alarms	●				
Test and reset all GFI's	●				
Clean and change A/C Filter	●				or as directed by the manufacturer's literature
Inspect heat system				●	early in the fall
Inspect air conditioning system				●	early in the spring
Inspect site drainage			●		
Seal exterior masonry cracks			●		
Inspect exterior paint or stain			●		
Touch up caulk		●			
Touch up grout		●			
Lube garage overhead door and tighten bolts				●	
Drain water from bottom of water heater				●	or as directed by the manufacturer's literature
Clean gutters			●		
Operate pressure relief valve on water heater				●	
Clean window weep holes			●		
Clean masonry weep holes			●		
Inspect roof & chimney flashings				●	
Inspect behind refrigerator & icemaker for leakage	●				
Inspect hoses for washing machine		●			replace every 3-5 years
Inspect wall behind washing machine for moisture	●				
Inspect under dishwasher for leaks	●				
Inspect water heater pan		●			
Inspect secondary pan under HVAC unit		●			
Inspect caulking around windows and doors			●		
Chimney cleaning				●	or as needed
Inspect exterior for bird nests and remove (bird droppings are a source of mold in an attic space.)				●	
Inspect for visible mold				●	

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