

# Building Maintenance Checklist

QUARTERLY



| Plumbing                      | Task                                                                                                          | Spring | Summer | Winter | Fall |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|--------|--------|--------|------|
| Faucets and shower heads      | Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.                  |        |        |        |      |
| Drains                        | Clean with baking soda. Pour water down unlined drains.                                                       |        |        |        |      |
| Pipes                         | Inspect visible pipes for leaks.                                                                              |        |        |        |      |
| Kitchen and bathroom cabinets | Check under and around for leaks.                                                                             |        |        |        |      |
| Toilets                       | Check for stability and leaks.                                                                                |        |        |        |      |
| Water heater                  | Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.                    |        |        |        |      |
| Interior                      | Task                                                                                                          | Spring | Summer | Winter | Fall |
| Wood cabinets and trim        | Apply a wood protectant.                                                                                      |        |        |        |      |
| Interior doors                | Lubricate hinges.                                                                                             |        |        |        |      |
| Garage door                   | Lubricate hardware. Inspect mechanism for free travel.                                                        |        |        |        |      |
| Window and door tracks        | Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and hinges.                   |        |        |        |      |
| Basement or crawl space       | Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects. |        |        |        |      |
| Ceramic tile                  | Check and clean grout.                                                                                        |        |        |        |      |
| Electrical and appliances     | Task                                                                                                          | Spring | Summer | Winter | Fall |
| Heating and cooling systems   | Clean and replace filters if necessary.                                                                       |        |        |        |      |
| Kitchen exhaust fan           | Remove and clean the filter. Clean accumulated grease deposits from the fan housing.                          |        |        |        |      |
| Refrigerator                  | Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.                    |        |        |        |      |
| Dishwasher                    | Check for leaks.                                                                                              |        |        |        |      |

# Building Maintenance Study Guides

**AW Rasmussen**



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