



MAINTENANCE CHECKLIST

Your new home represents shelter and financial security. It is important to protect your investment with careful maintenance. Please read the following list of important items pertaining to the maintenance of your home.

EXTERIOR:

1. Rock salts should not be used on brick, stone or concrete walkways. Rock salt will deteriorate these materials. Sand, sawdust and kitty litter are good alternatives.
2. Clean gutters and downspouts annually. It is important that gutters be free of leaves before winter sets in.
3. High winds, snow and ice can damage a roof. Check after heavy storms for water stains in the ceiling as an indication of roof damage.
4. Exterior wood siding expands and contracts with the changes in climate. Exterior caulking should be done annually to protect the home from water damage.
5. Foundation vents may be closed during the cold season but must be reopened at the first sign of good weather.

PLUMBING:

1. Before freezing temperatures arrive, you must turn off exterior hose bibs and disconnect any hoses.
2. Fiberglass and acrylic tubs, showers and whirlpools must never be cleaned with abrasive cleaners. They will scratch or become dull.
3. The water heater manufacturer suggests periodic flushing of the water heater.

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HEATING AND COOLING:

1. Clean or replace heating and cooling filters periodically.
2. Have heating and cooling units serviced yearly by an authorized heating and cooling company.

MISCELLANEOUS:

1. Use casters or coasters under furniture to protect carpet. Use non-abrasive cleaners on the vinyl flooring.

These items are just a few of the areas that require your attention. For a more complete list of homeowner maintenance items, please refer to the booklet, Your New Home and How to Take Care of It included in this Home Owner's Manual.