

Home Maintenance Checklist

A Guide to Maintaining Your New Home

MONTHLY (On or around the first day of the month)

- Test and clean/dust smoke and carbon monoxide detectors
- Test GFCI/GFI receptacle/breaker and outlets
- Replace/clean heating, ventilation, air conditioning (HVAC) air return filters
- Check grout/caulking in tile and marble in wet areas (showers, sinks, etc.); repair as needed

QUARTERLY (On or around the first day of January, April, July and October)

- Check range hood charcoal filter; replace/clean as necessary; repair as needed
- Check caulk seals between countertops and walls and on any laminated surfaces; repair as needed
- Check, and adjust as necessary, thresholds, door sweeps and weather stripping on exterior doors to maintain air tightness
- Oil all moving parts and tighten nuts and bolts on garage door(s) and tracks; check garage door opener(s) and sensors
- Remove leaves, debris and snow from window wells
- Check dryer vent exhaust for lint blockage; clean as needed
- Thoroughly check showers and wet areas for mildew

FALL / SPRING MAINTENANCE (On or around the first day of October and April)

Perform all monthly and quarterly maintenance in addition to the following (where applicable):

- Clean gutters, downspouts and roof eaves to remove leaves and debris
- Check connection between dryer and vent exhaust; repair as needed
- Check washing machine hoses and connections for cracks and leaks; repair or replace as necessary per manufacturer
- Have an HVAC professional inspect and calibrate your heating and cooling system (start of heating and cooling season)
- Vacuum/clean window and sliding door tracks; lubricate with silicone spray
- Assess all exterior paint and caulk; check exterior caulk seals around windows, doors, etc.; repair as needed
- Drain and flush out hot water heater and verify that pressure relief valve is working (carefully follow manufacturer's instructions)
- Inspect and maintain the flow of all swales, culvert and drainage inlets and outlets
- Verify no standing water in crawl spaces, all insulation is intact and heating/cooling supply lines are secure
- Before the first freeze, disconnect exterior hoses and devices from hose bibs; if possible, shut off water to bib and drain
- Inspect foundation as directed by Centex Customer Care Team
- Verify sprinkler system is functioning properly and adjust/repair as needed

SUMMER (On or around the first day of July)

Perform all monthly and quarterly maintenance in addition to the following (where applicable):

- Verify HVAC condensate drain is flowing freely while air conditioning is running
- Verify the float switch or overflow pan on a second-floor air-handling unit is clear of obstructions and functioning properly
- Verify main water cut-off valve is accessible and functioning properly
- Have professional chimney sweep inspect and clean fireplace flue/chimney; check caulk around fireplace facing and repair as needed
- Apply water-seal treatment to all outdoor exposed wood (power-washing wood first may be necessary)
- Inspect roof for loose or missing shingles or flashing
- Clear/clean weep holes in brick siding
- Service septic system

WINTER (On or around the first day of January)

Perform all monthly and quarterly maintenance in addition to the following (where applicable):

- Remove ice buildup, snow or any debris from roof when needed to prevent leaking
- Foundation vents should remain open except in event of extreme cold
- During extreme cold, leave indoor faucets located on exterior walls dripping to prevent pipe freezing