



Maintenance Check List

This checklist covers some basic necessary maintenance items for most homes. It is by no means all inclusive. Some items may not be applicable for the type of home and home features you have. For full details, please consult all guides, warranties, and literature provided by Bernard's Inspection Services, as well as the specific warranties and manuals for your home's various appliances.

Louisiana –

- **Monthly** (on or around the first day of the month)
 - Test and clean/dust smoke and carbon monoxide detectors
 - Test GFC/GFI receptacle/breaker and outlets.
 - Check grout/calking in tile surrounding wet areas (showers, sinks, tubs) repair as needed.
- **Spring and Fall Maintenance** (on or around the first day of April and October)
 - Perform all monthly and quarterly maintenance in addition to the following (where applicable).*
 - Replace/clean heating, ventilation, air conditioning (HVAC) air return filters.
 - Clean gutters, downspouts, and roof eaves to remove leaves and debris.
 - Check connection between dryer and vent exhaust repairs 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)
 - Assess all exterior paint and caulk; repair as needed.
 - Inspect and maintain the flow of all swales, and culvert and drainage inlets and outlets. Inspect for erosion repair as necessary.
 - Program thermostat for cooling and heating settings for reduced energy usage.
 - Before the first freeze, disconnect exterior hoses and devices from hose bibs; if possible, shut off water to bib and drain.
 - Wash north exterior walls of fascia and siding to prevent mildew.
 - Check range hood charcoal filter; replace/clean as necessary; repair if needed.
 - Check caulk seals between countertops and walls; 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.

- Check dryer vent exhaust for lint blockage; clean as needed.
- Thoroughly check showers and wet areas for mildew.
- **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 conditioner is running.
 - Verify the float switch or overflow pan on a second-floor air handling unit is clear of obstruction and functioning properly.
 - Verify main water cutoff valve is accessible and functioning properly.
 - Check caulk around fireplace facing and repair as needed.
 - Inspect roof for loose or missing shingles or flashing.
 - Clear/clean weep holes in brick siding.
 - Service septic system (if applicable)
 - Have a trained professional flush tankless water heater.
 - Drain and flush out hot water heater and verify that pressure relief valve is working (carefully follow manufacturer's instructions).
- **Winter** (on or around the first day of January)
 - Perform all monthly and quarterly maintenance in addition to the following (where applicable)*
 - During extreme cold, have indoor faucets located on exterior walls dripping to prevent pipe freezing or sink farthest from the water heater.
 - Insulate exterior water service lines during a hard freeze.