

Chafin Communities

Homeowner Printables: Check Lists 2021



HVAC **Filter** Log

[illegible]

Annual Home Maintenance List

JANUARY

1. Clean disposal
2. Clean vent hood filter
3. Check electrical cords, replace frayed or split
4. Check HVAC filter (replace if dirty)
5. Check all doors and locks and tighten screws
6. Deep clean oven
7. Check attics for roof leaks

FEBRUARY

1. Check HVAC outside unit & remove debris
2. Check fire extinguisher, replace if needed
3. Wash or vacuum blinds
4. Clean out dishwasher drain bin
5. Clean vent hood filter
6. Check outside railings/steps
7. Check gutters to prep for spring rain

MARCH

1. Vacuum HVAC air registers
2. Check smoke detectors(replace batteries if need)
3. Clean aerators on faucets, nozzles and drains
4. Check window weather stripping & operation
5. Clean window screens
6. Wash all windows, in & out
7. Trim bushes (not crepe myrtles)

APRIL

1. Check HVAC outside unit & remove debris
2. Cabinets & light coat of wax or lemon oil (per manufacturer)
3. Inspect tile grout, caulk if need
4. Inspect hot water heater
5. Check HVAC drainage pipes
6. Trim trees by house
7. Check exterior paint for touch ups

MAY

1. Clean vent hood filter
2. Check cabinet hinges for tightness & alignment
3. Check plumbing for leaks, tighten supply lines/valves
4. Check exterior doors lubrication & weather stripping
5. Switch Ceiling fans to counterclockwise
6. Inspect roof for repairs

JUNE

1. Check HVAC outside unit & remove debris
2. Clean disposal
3. Check HVAC filter & replace if need
4. Vacuum HVAC registers
5. If Septic System, add RidX, check when last serviced
6. Inspect Brick or Stone Exterior
7. Reseal or stain deck

JULY

1. Clean vent hood filter
2. Check all doors and locks & tighten screws
3. Check for cracks in caulking & repair
4. Clean & lubricate window tracks
5. Check/clean outdoor fireplace or grill
6. Test GFCI Outlets

AUGUST

1. Clean disposal
2. Check HVAC outside unit & remove debris
3. Check fire extinguisher
4. If basement bath, check sump pump
5. Check heating system so can get repairs BEFORE need it
6. Vacuum HVAC registers

SEPTEMBER

1. Check HVAC filter & replace?
2. Winterize outdoor lawn equipment
3. Check window weather stripping & operation
4. Clean & lubricate window tracks
5. Clean aerators on faucets, nozzles and drains
6. Clean gutters from fall leaves

OCTOBER

1. Check HVAC outside unit & remove debris
2. Reseal tile grout, if needed
3. Cabinets oil (per manufacturer)
4. Check hot water heater
5. Clean hood filter
6. Check emergency escape plan
7. Deep clean oven for upcoming entertaining season

NOVEMBER

1. Clean disposal
2. Clean vent hood filter
3. Clean inside of dishwasher and clean out filter
4. Weatherproof doors & windows
5. Check smoke detectors, replace batteries if needed
6. Prepare for freezes by shutting off water to exterior water spigots

DECEMBER

1. Check HVAC outside unit " remove debris
2. Clean disposal
3. Check HVAC filter " replace if necessary
4. Vacuum HVAC air supply & air return registers
5. Check dryer vent for clogs, in and outside
6. Clean faucets underside

Seasonal Home Maintenance List

SPRING

1. Rake up any remaining leaves
2. Check gutters for leaves and debris
3. Lay down mulch in flower beds and beneath in the hedges
4. Plant spring perennials like vincas
5. Turn outdoor faucets back on
6. Fill in bald patches in grass before summer heat
7. Check the water heater for leaks
8. Check on any sump pumps on HVAC units indoors
9. Check paint in and out for peeling or repairs
10. Check decking for splinters and hammer down any loose nails

SUMMER

1. Set your mower on highest setting
2. Dig up the weeds from the spring rains
3. Water plants more often
4. Check attic for any unwanted animals
5. Set ceiling fans for counterclockwise
6. Check weather stripping around doors and windows
7. Deadhead certain flowers
8. Check the roof for signs of loose or broken shingles with drone or company
9. Check the smoke alarms & CO detectors

FALL

1. Rake leaves up
2. Plant trees and shrubs
3. Trim crepe myrtles
4. Plant fall perennials like peonies, columbine or hydrangea
5. Clean gutters and inspect them
6. Get your furnace and ductwork prior to needed heat in winter
7. Make sure HVAC returns and vents are not blocked
8. Check windows and doors for drafts, weather strip or caulk as needed
9. Check the smoke alarms & CO detectors

WINTER

1. Check and change HVAC filters
2. Check on water heater for leaks or sump pump clogs
3. Change the HVAC filters
4. Check your fireplace and chimney, make sure a wood burning fireplace has the flue is open or closed as needed so heat doesn't escape if you have no fire
5. Keep an eye on any pipes that are in uninsulated areas like basements or outside walls, let them drip so they won't burst
6. Prepare for a storm, winter storms happen so having the essentials handy like warm blankets, first aid supplies, batteries, bottled water and lights is always a good idea

Area Home Maintenance List

INDOOR

1. Check paint for fingerprints, chips or in need of touching up
2. Check and caulk grout in kitchen backsplash
3. Check and caulk grout in tile flooring
4. Check for signs of leaks in the ceiling
5. Dust and wash blinds
6. Clean out and wash insides of cabinets
7. Clean and oil outside of cabinets per manufacturer's suggestions
8. Check all weather stripping in windows and doors, replace as needed
9. Check water heater for leaks
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____

OUTDOOR

1. Trim trees and bushes away from the house
2. Check the roof for signs of loose or broken shingles
3. Clean out gutters and eaves
4. Inspect exterior walls for cracks and damage
5. Look at paint for signs of peeling and chipping paint
6. Clean or pressure wash house siding
7. Clean exterior lights and replace bulbs
8. Pressure wash decks and patios
9. Clean grill
10. Clean outdoor fireplaces
11. Clean and organize tool area or garage
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____

Home **Safety Inspection** List

1. Check for frayed wires in all extension cords
2. Safety covers over electrical outlets
3. Rethink extension cords for possible overload
4. Check for faulty electrical system
5. Recheck that you have followed manufacturer's safety instructions
6. Examine outside vents - especially the dryer vent
7. Hire chimney inspection for chimney and fireplaces
8. Inspect water heaters
9. Check all smoke and CO alarms and replace batteries if needed
10. Locate and test fire extinguishers
11. Locate and make sure works any fire escape ladders
12. Set a plan of where everyone will meet in case of emergency
13. For 2 story windows make sure all are latched
14. Make sure all medicines and cleaning supplies are out of children's reach
15. Install padding on sharp edges of furniture, fireplace hearths or any indoor columns
16. Make sure flood lights work and consider installing motion detectors
17. Make sure to secure all flammable liquids like gasoline away from any flame source
18. Plug in rechargeable flashlight by your bed
19. Examine your landscaping
20. Install non-slip decals or non-skid tub mat in your showers and tubs

Home **Warranty** Tracker

ITEM	
MANUFACTURER:	NOTES:
MODEL:	
YEAR BUILT:	
WARRANTY:	
EXTENDED WARRANTY?	

ITEM	
MANUFACTURER:	NOTES:
MODEL:	
YEAR BUILT:	
WARRANTY:	
EXTENDED WARRANTY?	

ITEM	
MANUFACTURER:	NOTES:
MODEL:	
YEAR BUILT:	
WARRANTY:	
EXTENDED WARRANTY?	

ITEM	
MANUFACTURER:	NOTES:
MODEL:	
YEAR BUILT:	
WARRANTY:	
EXTENDED WARRANTY?	

Maintenance **Contact** List

EXPERTISE	
COMPANY:	NOTES:
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

EXPERTISE	
COMPANY:	NOTES:
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

EXPERTISE	
COMPANY:	NOTES:
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

EXPERTISE	
COMPANY:	NOTES:
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

Paint **Tracker** Indoors

ROOM	
BRAND:	COLOR SAMPLE/PAINT CHIP:
COLOR NAME/NUMBER:	
SHEEN:	
PHOTO OF PAINT CANS:	

ROOM	
BRAND:	COLOR SAMPLE/PAINT CHIP:
COLOR NAME/NUMBER:	
SHEEN:	
PHOTO OF PAINT CANS:	

Paint **Tracker** Outdoors

AREA/LOCATION	
BRAND:	COLOR SAMPLE/PAINT CHIP:
COLOR NAME/NUMBER:	
SHEEN:	
PHOTO OF PAINT CANS:	

AREA/LOCATION	
BRAND:	COLOR SAMPLE/PAINT CHIP:
COLOR NAME/NUMBER:	
SHEEN:	
PHOTO OF PAINT CANS:	

CHAFIN
COMMUNITIES
More To Come Home to...
A Berkshire Hathaway Company

Home Pest Control Log

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Space	Problem	Date	Treatment	Results

How Long Does It Last?



APPLIANCES

LIFESPAN

COST

FURNACE	15+ YEARS	\$5,000 - \$15,000
WATER HEATER	8 - 10 YEARS	\$800 - \$1200
HVAC	10 - 15 YEARS	\$5,000 - \$15,000
OVEN	15 - 18 YEARS	\$800 - \$2,500
DISHWASHER	15+ YEARS	\$500 - \$1,200
REFRIGERATOR	7 - 10 YEARS	\$1,200 - \$3,600
FREEZER	15+ YEARS	\$200 - \$700
WASHER	12 - 15 YEARS	\$500 - \$1,500
DRYER	14 - 18 YEARS	\$300 TO \$1,200
ROOF	15 - 20 YEARS	\$8,000 - \$15,000
EXTERIOR PAINT	4 TO 6 YEARS	\$3, 000 - \$6,000
INTERIOR PAINT	3 TO 4 YEARS	\$3,000 - \$5,000
PRESSURE TREATED WOOD	8 TO 11 YEARS	\$2,500 - \$3,500