



# Gallagher and Henry

## Homeowner Manual: A Model for Homeowners



## General Maintenance – Performed every month or as needed

### Safety

- Inspect fire extinguishers to insure they are fully charged
- Check automatic garage door opener's safety reverse
- Clean and test smoke detectors
- Test and reset Ground Fault Circuit Interrupters (GFCIs)

### Heating & Cooling

- Clean or replace air filters when the system is in use for heating or cooling
  - Vacuum heat registers, vents and radiators
- Listen to your system for unusual noises

### Appliances

- Drain water from bottom of the water heater.
- Grind ice cubes to clean garbage disposal. Flush with hot water and baking soda
- Clean dishwasher strainer and spray arm
- Clean range fan's grease filter
- Clean frost-free refrigerator's drain and drain pan

### Plumbing

- Pour water down unused drains
- Clean debris from sink and tub drains. Inspect tub drain's rubber seal. Rinse
- Clean faucet aerators and shower heads

## General Maintenance – Spring

### Exterior

- Inspect roof materials & roof flashing
- Clean & inspect gutters & downspouts
- Have a chimney sweep clean & inspect chimney after burning season ends
- Inspect & clean siding
- Inspect vents, chimneys & other protected areas for bird & insect nests
- Clean window & door screens. Repair or replace damaged screens
- Inspect weatherstripping around doors, windows & garage doors. Repair as necessary
- Inspect caulking & re-caulk as necessary
- Inspect foundation for cracks, moisture & insects
- Clean debris away from home, utility equipment & other structures
- Trim trees & shrubs away from home
- Inspect wood decks, steps & rails for loose or damaged boards & raised nails
- Clean space between boards on wood decks, walks & steps

### Heating & Cooling

- Have heat pump or air-conditioning system serviced before cooling season begins

### Appliances

- Inspect water heater's temperature pressure relief valve for signs of leaks or discharge
- Replace smoke detector batteries. Vacuum around smoke detector & its sensor

### General Maintenance

- Perform the monthly general maintenance tasks listed.

## General Maintenance – Summer

### Exterior

- Clean & lubricate garage door hinges, rollers & tracks. Tighten screws
- Inspect paint & sealant on exterior & garage doors, particularly along bottom edge

### Interior

- Inspect walls & ceiling for cracks, bows, sags & leans
- Clean & seal tile grout

### Appliances

- Tighten garbage disposal's drain connections & fasteners
- Inspect dishwasher for leaks
- Clean range fan blades & housing
- Clean & test refrigerator door gasket
- Vacuum refrigerator coils
- Clean clothes washer's water inlet filters. Inspect hoses for leaks
- Vacuum lint from clothes dryer ducts & surrounding areas

### Plumbing

- Inspect sinks & plumbing shutoff valves for leaks
- Test toilets for stability & inspect for leaks
- Inspect caulking around sinks, showers & bathtubs. Re-caulk as necessary

### Electrical

- 'Exercise' circuit breakers
- Check for frayed appliance cords

### General Maintenance

- Perform the monthly general maintenance tasks

## General Maintenance – Fall

### Exterior

- Inspect roof materials & roof flashing
- Clean & inspect gutters & downspouts
- Inspect siding
- Inspect caulking & re-caulk as necessary
- Inspect foundation for cracks, moisture & insects
- Clean debris away from home, utility equipment & other structures
- Trim trees & shrubs away from home
- Inspect wood decks, steps & rails for loose or damaged boards & raised nails
- Clean space between boards on wood decks, walks & steps
- Drain water from outdoor faucets & pipes. Remove & store hoses

### Heating & Cooling

- Clean ceiling fan blades
- Clean bathroom exhaust fan grills & fan blades
- Have heating system serviced before the heating season begins

### Appliances

- Inspect water heater's temperature pressure relief valve for signs of leaks or discharge
- Replace smoke detector batteries. Vacuum around smoke detector & its sensor

### General Maintenance

- Perform the monthly general maintenance tasks listed.

## General Maintenance – Winter

### Exterior

- Inspect roof after large winter storms
- Inspect gutters & downspouts during a rain storm for leaks
- Keep gutters clean of ice and debris
- Check for drafts along doors and windows. Caulk and repair weatherstripping if necessary

### Appliances

- Tighten garbage disposal's drain connections and fasteners
- Inspect dishwasher for leaks
- Clean range fan blades and housing
- Clean and test refrigerator door gasket
- Vacuum refrigerator coils
- Clean clothes washer's water inlet filters. Inspect hoses for leaks
- Vacuum lint from clothes dryer ducts and surrounding areas

### Plumbing

- Inspect sinks and plumbing shutoff valves for leaks
- Test toilets for stability and inspect for leaks
- Inspect caulking around sinks, showers & bathtubs. Re-caulk as necessary

### Electrical

- 'Exercise' circuit breakers
- Check for frayed appliance cords

### General Maintenance

- Perform the monthly general maintenance tasks

