

# Olive Tree Builds

## HOME MAINTENANCE CHECKLIST

### MONTHLY

- Check and clean HVAC filters.
- Inspect and clean range hood filters.
- Test smoke and carbon monoxide detectors.
- Inspect and clean garbage disposal.
- Clean and unclog drains.
- Check and replenish salt in water softener, if applicable.
- Inspect and clean faucets and showerheads.
- Inspect and clean refrigerator coils.

### QUARTERLY

- Inspect and clean gutters and downspouts.
- Test garage door safety features.
- Check and replace HVAC filters, if necessary.
- Inspect and clean windows and window sills.
- Inspect and clean dryer vents.
- Test water heater pressure relief valve.
- Check and clean dishwasher filters.
- Inspect and clean exhaust fans in bathrooms.
- Trim trees and shrubs near the house.

### BI-ANNUAL

- Inspect and clean the chimney.
- Check and replace batteries in smoke and carbon monoxide detectors.
- Inspect and clean air vents and ducts.
- Test and reset ground fault circuit interrupters (GFCIs).
- Inspect and clean garage door tracks and lubricate hinges.
- Inspect and clean the attic for pests and mold.



## ANNUAL MAINTENANCE

- Schedule a professional inspection of the HVAC system.
- Schedule a professional inspection of the roof.
- Schedule a professional chimney sweep.
- Inspect and clean outdoor decks and patios.
- Inspect and repair any cracks in the driveway or walkways.
- Clean and repair gutters and downspouts.
- Seal windows and doors to prevent drafts.
- Test and reset circuit breakers.
- Inspect and repair caulking around windows and doors.
- Inspect and repair any water leaks.
- Schedule a professional termite inspection, if applicable.
- Check and replace batteries in all smoke and carbon monoxide detectors.
- Inspect and repair any damaged exterior paint or siding.
- Clean and inspect the septic tank, if applicable.

Additionally, it's important for new homeowners to familiarize themselves with the manufacturer's recommendations for the maintenance of specific appliances, equipment, and systems in their house. This checklist serves as a general guideline, and individual circumstances may vary.

Remember, regular maintenance is crucial to keep your house in good condition and prevent major issues down the line. If you're unsure about any task or need assistance, don't hesitate to consult a professional or seek guidance from experienced homeowners.

Notes:

---

---

---



OLIVE TREE BUILDS

Rate your last maintenance:



Contact:

[info@olivetreebuilds.ca](mailto:info@olivetreebuilds.ca)

[www.olivetreebuilds.ca](http://www.olivetreebuilds.ca)

647-497-6818