



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 Bardwell Homes, as well as the specific warranties and manuals for your home's various appliances.

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
- Inspect garbage disposal for blockage; clean with ice and vinegar
- Check grout/caulking in tile surrounding wet areas (showers, sinks, tubs); repair as needed
- Clean dishwasher filter, per manufacturer's instructions

BIANNUALLY (on or around the first day of April and October)

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

- Clean gutters, downspouts, and roof eaves to remove leaves and debris
- Assess all exterior paint and caulk; repair as needed
- Inspect and maintain the flow of all swales, culverts, and any drainage inlets and outlets; inspect for erosion; repair as necessary
- Oil all moving parts and tighten nuts and bolts on garage door(s) and tracks; check garage door opener(s) and sensors
- Replace/clean heating, ventilation, and air conditioning (HVAC) air return filters
- Program thermostat for cooling and heating settings for reduced energy usage
- 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
- Check dryer vent exhaust for lint blockage; clean as needed
- Check caulk seals between counter tops and walls; repair as needed
- Check, and adjust as necessary, thresholds, door sweeps, and weatherstripping on exterior doors to maintain air tightness
- Thoroughly check showers and wet areas for mildew
- Run clean cycle on oven, per manufacturer's instructions
- Check range hood filter; clean as needed
- Replace batteries in carbon monoxide and smoke detectors

ANNUALLY (on or around the first day of July)

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

- Verify main water cutoff valve is accessible and functioning properly
- Clear/clean weep holes in brick siding
- Wash exterior walls and siding to prevent mildew
- Have an HVAC professional inspect and calibrate your heating and cooling system (start of heating and cooling season)
- Drain and flush out hot water heater and verify that pressure relief valve is working (carefully follow manufacturer's instructions)
- For oiled floors, apply wax as instructed
- Check caulk around fireplace facing and repair as needed
- Assess exterior natural wood and re-stain and/or repair as needed

FOR DEEP FREEZES

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

- Insulate exterior water service lines during a hard freeze
- During extreme cold, leave indoor faucets located on exterior walls dripping to prevent pipe freezing or sink furthest from water heater