



Water your grass at least 4 times a week - especially in the summer. Sprinkler system scheduling would be ideal. Make sure the water covers all the area around your foundation and concrete slabs to avoid foundation problems.

Monthly

- Replace HVAC filters (sometimes it is located in the attic)
- Clean kitchen drain/garbage disposal
- Unclog all drains
- Look for leaks around toilets and sinks

Yearly

- Clean dryer exhaust
- Lubricate garage door springs
- Check refrigerator filter
- Clean the A/C unit
 - By taking a hose with moderate water pressure, and spraying the unit from the inside out, you can effectively remove grime and buildup from the fins of your unit. It's important to note, if you're not comfortable performing this step, don't hesitate to enlist the help of an HVAC professional.

Quarterly

- Test smoke alarm/CO detector
- Apply herbicide to prevent any weeds or crabgrass from growing
- Update software on all applicable technology - ex: home security system
- Clean bathroom vent fans
- Run water and flush toilets in unused spaces
- Make sure gutter splash blocks are in place

Spring

- Clean gutters & downspouts
- Service air conditioning unit
- Clear lint from dryer vent
- Fertilize your lawn
- HVAC checkup and clean unit
- Check seals around doors and windows
- Make sure gutter spouts are still pointed away from house
- Make sure there are no trees interfering with electric lines
- Inspect roof for leaks

Fall

- Service heating system
- Vacuum fridge coils
- Schedule a chimney sweep (if applicable)
- Check weatherstrip

- Clean gutters
- Fertilize your lawn
- Check water main/meter for leaks or sweating
- Check bath and kitchen fans
- Check attic for water damage
- Check that fans still exhaust to outdoors (ductwork connections)
- Check driveway/pavement for cracks

Summer

- Check insect activity
- Clean garden bed
- Clean kitchen hood and exhaust fan filter
- Ensure ceiling fans run counterclockwise (if applicable)
- Trim grass around outdoor HVAC units
- Check siding
- Inspect foundation
- Test irrigation system
- Wash exterior off
- Check grout in bathrooms/kitchen
- Clean and repair deck as needed (if applicable)
- Clean out window wells of debris

Winter

- Ensure fans run clockwise (if applicable)
- Watch for ice dams
- Cover outdoor air conditioning units
- Tighten any handles, knobs, racks etc
- Check all locks and deadbolts on doors and windows
- Clean sediment in the showerheads
- Clean your drains

Additional recommendations:

-Check caulking, silicone, and grout to make sure there aren't any holes or uncovered areas. Over time these materials can wear away by the water and chemicals in cleaning agents or hygienic products. This applies to tile floors, backsplashes, countertop joints, sinks and showers.

-Report any leaks or water accumulation as soon as possible to avoid further damage.

-Always use the exhaust fans when showering to avoid moisture being trapped in the walls and to prevent mold.

-If you accidentally scratch your vinyl floor - there are paint pens you can use to cover the scratches. There is no specific pen for the floor markers can be bought at most stores like Target, Home Depot, Walmart, etc. You can also contact a floor professional and they can add putty and paint over it, but most scratches can be covered with a paint marker, especially in light colored vinyl.

-Your quartz countertops are composed of natural minerals. They look amazing and they also require some extra care. Please be sure to use coasters and always clean up any spills right away to preserve the color of your natural stone. "Ajax" and a Scotch Brite pad is what our countertop contractor recommends for the tougher stains.

-Be sure to **never** flush any toilet paper, wipes, or diapers down the toilet - it won't automatically clog your toilets but there is no way to monitor how much paper is being flushed down and many toilet paper brands expand much more than a diaper. Clogs and/or water damage caused by anything that was flushed down the toilet are automatically **not** covered under the warranty, so we recommend to always throw away everything in the trash.