



Home Maintenance

Your home is a complex machine constructed from more than 3,000 individual components. Just like your car, it needs to be maintained regularly to keep it operating at peak performance, and avoid preventable problems down the road.

Below is a list of important maintenance issues that should be addressed regularly and a maintenance checklist to get you started. Some maintenance items may require hiring a professional service company.

- Replace/Clean filters in your furnace, air conditioner, and kitchen exhaust fan to manufacturer's instructions.
- Test smoke detectors and carbon monoxide detectors to ensure that they are operating properly.
- If your home has gutters and downspouts, keep free of leaves and debris. Make sure that your landscaping is sloped away from the foundation.
- Don't dig until you call your County office to locate underground utility lines.
- Check caulk around windows & doors, and re-caulk when necessary to prevent water damage.
- Vacuum the HVAC ducts and return air grilles. Don't obstruct grilles with furniture or other items.
- Shut off exterior faucets and drain pipes before temperatures drop to freezing.
- Know where your main water shut-off valve is located and how to use it. Never leave your home without heat during cold weather as water pipes may freeze and burst.

Maintenance Schedule

This Maintenance Schedule highlights maintenance issues for all homes.

While your new home has many features and benefits, it is not maintenance free. Its warranties are in place to guard against defective materials or workmanship, not to take the place of routine maintenance. Shrinkage of trim and caulk should be expected. Caulking is considered as routine homeowner maintenance. During its first year or two a new home goes through a settling process as the various components and materials adjust to each other and to their new environment. Be extra vigilant with maintenance during this time. Check for and wipe-up any condensation at windows and around fixtures in bath. If this occurs it usually will be in the first year settlement process or occasionally due to excessive moisture from cooking or frequent showering. HVAC filters need to be checked and replaced regularly. During your home's first two years after construction check them every month or two, then every two months or according to the manufacturers' directions.

PLEASE NOTE THAT NOT ALL ITEMS LISTED BELOW ARE APPLICABLE IN ALL HOMES.

Fill out this table and use it as a quick reference for major appliances.

Remember that improper maintenance on your part can negate the warranty on many fixtures. Please consult a professional for help with maintenance tasks you are unfamiliar with.

Builder _____ **Phone** _____
Address _____
Ventilation
System _____

APPLIANCES / HEATING / VENTILATION				
ITEM	SERIAL #	MODEL #	DATE SERVICED	OTHER INFORMATION
Air-Conditioning				
Furnace				
Water Heater				
Mechanical Ventilation				
Exhaust Fan				
Fresh Air Intake				
Damper Control				
Fireplace				
Clothes Dryer				
Clothes Washer				
Microwave				
Kitchen Exhaust & Fan				
Refrigerator				
Range/Stove/Cook top				
Dishwasher				

Annual Calendar

Year _____

January/February

- Clean or replace furnace filter
- Clean or replace air-cleaner
- Check and clean mechanical ventilation system (HRV)
- Clean snow from air intakes, exhaust and meters
- Clean range hood filter
- Clean and check sump pump and pit
- Inspect pressure and temperature valve on water heater
- Clean faucet aerators and turn on infrequently used faucets and put water in floor drains to maintain the trap's water barrier

March/April

- Check and clean mechanical ventilation system (HRV)
- Clean or replace furnace filter
- Clean snow from air intakes, exhaust and meters
- Check gutters and down spouts and clean if needed
- Inspect basement/crawl space for seepage/leakage
- Maintain proper grades for drainage throughout property
- Be sure to check for settling after spring thaw
- Check and repair any screen damage
- Inspect roof for damage and make repairs when necessary
- Adjust thermostat for season change, check humidity levels to prevent excessive moisture

May/June

- Check and clean mechanical ventilation system (HRV)
- Clear air intakes, exhaust and meters of debris, nests, etc.
- Check gutters and downspouts and clean if needed
- Open outside hose connection
- Check and clean central air conditioning system
- Check landscaping sprinklers to ensure proper alignment (do not let them soak your siding or foundation)
- Replace air conditioning filters monthly or as recommended by the manufacturer
- Inspect pressure and temperature valve on water heater

July/August

- Clear air intakes, exhaust and meters of debris, nests, etc.
- Check gutters and downspouts and clean if needed
- Check exterior finishes
- Check and clean mechanical ventilation system (HRV)
- Air out damp basements on dry days or use dehumidifier
- Have furnace (heating system) serviced
- Check hot water heater for mineral buildup, drain, and refill
- Check and repair interior caulking and grout on tile in showers and baths
- Check and repair all exterior caulking and weather stripping, especially around windows
- Seal coat and repair asphalt driveway as needed
- Replace air conditioning filters monthly or as recommended by the manufacturer
- Clean A/C condenser

September/October

- Check fireplace and chimney; service or clean if needed
- Clean range hood filter
- Check and clean mechanical ventilation system (HRV)
- Clear air intakes, exhaust and meters of debris, nests, etc.
- Do safety checks: smoke detector, fire escape routes, fire extinguisher, door and window locks
- Check gutters and down spouts and clean if needed
- Check roofing and flashing for signs of wear or damage
- Check roof vents/ soffit vents
- Close outside hose connection and drain
- Winterize landscaping and blow out irrigation system
- Inspect pressure and temperature valve on water heater
- Maintain proper grades for drainage throughout property
- Adjust thermostat for season change, check humidity levels to prevent excessive moisture
- Clean dryer vent

November/December

- Check attic for signs of moisture
- Clean or replace furnace filter
- Check and clean mechanical ventilation system (HRV)
- Check exhaust fans
- Clear air intakes, exhaust and meters of snow, debris, etc.
- Check adjustment of door thresholds
- Check garage floor for cracks-seal & caulk
- Clean A/C condenser
- Maintain proper grades for drainage throughout

It is important to remember to perform these routine maintenance services on your home every year. Please make copies of this list and use it every year to make your home maintenance tasks a quick and easy process. Not all items apply to all homes.

Warranty Coverage (as stated in homeowner manual)

One Year Period from Warranty Date:

The dwelling shall be free from defects caused by faulty workmanship and defective materials due to noncompliance with building standards.

Two Year Period from Warranty Date:

The dwelling shall be free from defects caused by faulty installation of plumbing, electrical, heating and cooling systems due to non compliance with building standards.

Ten Year Period from Warranty Date:

During the ten year period from and after the warranty date, the dwelling shall be free from major construction defects due to noncompliance with building standards.

This information was prepared by D.R. Horton Atlanta to provide an overview only and does not constitute legal advice.