

MAINTENANCE CHECKLIST



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

Check or write the date of the month of each maintenance item below. Remember to use a pencil so that this list may be used again or photocopied.

MONTHLY (on or around the first day of the month)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
• Test and clean/dust smoke and carbon monoxide detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Test GFCI/GFI receptacle/breaker and outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Replace/clean heating, ventilation, air conditioning (HVAC) air return filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Check grout/caulking in tile and marble in wet areas (showers, sinks, etc.); repair as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUARTERLY (on or around the first day of January, April, July, and October)

	JAN	APR	JUL	OCT
• Check range hood charcoal filter; replace/clean as necessary; repair as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Check caulk seals between countertops and walls and on any laminated surfaces; repair as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Check, and adjust as necessary, thresholds, door sweeps, and weatherstripping on exterior doors to maintain air tightness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Oil all moving parts and tighten nuts and bolts on garage door(s) and tracks; check garage door opener(s) and sensors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Remove leaves, debris, and snow from window wells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Check dryer vent exhaust for lint blockage; clean as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Thoroughly check showers and wet areas for mildew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORM ALL MONTHLY AND QUARTERLY MAINTENANCE IN ADDITION TO THE FOLLOWING (WHERE APPLICABLE):

SPRING AND FALL MAINTENANCE (on or around the first day of April and October)

	APR	OCT
• Clean gutters, downspouts, and roof eaves to remove leaves and debris	<input type="checkbox"/>	<input type="checkbox"/>
• Check connection between dryer and vent exhaust; repair as needed	<input type="checkbox"/>	<input type="checkbox"/>
• Check washing machine hoses and connections for cracks and leaks; repair or replace as necessary per manufacturer	<input type="checkbox"/>	<input type="checkbox"/>
• Have an HVAC professional inspect and calibrate your heating and cooling system (start of heating and cooling season)	<input type="checkbox"/>	<input type="checkbox"/>
• Vacuum/clean window and sliding door tracks; lubricate with silicone spray	<input type="checkbox"/>	<input type="checkbox"/>
• Assess all exterior paint and caulk; check exterior caulk seals around windows, doors, etc.; repair as needed	<input type="checkbox"/>	<input type="checkbox"/>
• Drain and flush out hot water heater and verify that pressure relief valve is working (carefully follow manufacturer's instructions)	<input type="checkbox"/>	<input type="checkbox"/>
• Inspect and maintain the flow of all swales, and culvert and drainage inlets and outlets	<input type="checkbox"/>	<input type="checkbox"/>
• Verify no standing water in crawl spaces, all insulation is intact, and heating/cooling supply lines are secure	<input type="checkbox"/>	<input type="checkbox"/>
• Before the first freeze, disconnect exterior hoses and devices from hose bibs; if possible, shut off water to bib and drain	<input type="checkbox"/>	<input type="checkbox"/>
• Inspect foundation as directed by Centex® Customer Care Team	<input type="checkbox"/>	<input type="checkbox"/>
• Verify sprinkler system is functioning properly and adjust/repair as needed	<input type="checkbox"/>	<input type="checkbox"/>
• Flush out the sprinkler system in spring; prior to winter, flush out and drain the sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>

SUMMER (on or around the first day of July)

	JUL
• Verify HVAC condensate drain is flowing freely while air conditioning is running	<input type="checkbox"/>
• Verify the float switch or overflow pan on a second-floor air handling unit is clear of obstructions and functioning properly	<input type="checkbox"/>
• Verify main water cutoff valve is accessible and functioning properly	<input type="checkbox"/>
• Have professional chimney sweep inspect and clean fireplace flue/chimney; check caulk around fireplace facing and repair as needed	<input type="checkbox"/>
• Apply water-seal treatment to all outdoor exposed wood (power-washing wood first may be necessary)	<input type="checkbox"/>
• Inspect roof for loose or missing shingles or flashing	<input type="checkbox"/>
• Clear/clean weep holes in brick siding	<input type="checkbox"/>
• Service septic system	<input type="checkbox"/>

WINTER (on or around the first day of January)

	JAN
• Remove ice buildup, snow, or any debris from roof when needed to prevent leaking	<input type="checkbox"/>
• During extreme cold, leave indoor faucets located on exterior walls dripping to prevent pipe freezing	<input type="checkbox"/>

