

Home Inspection Chicago 708-837-0837

MAINTENANCE CHECKLIST

SYSTEM	TASK	EXPLANATION	FREQUENCY
AC	Service and clean system	Air conditioning system and components should be checked and cleaned by a licensed contractor prior to use for the season.	Spring
Appliances	Clean refrigerator coils	Dirty coils decrease the efficiency of the appliance.	Spring/Fall
Appliances	Clean kitchen exhaust fan/filters	Dirty filters decrease efficiency.	Monthly
Appliances	Grind ice cubes in garbage disposal	This procedure will clean the grinding parts.	Monthly
Appliances	Drain 5 gallons of water from water heater	Sediment in the water settles to the bottom of the tank and should be flushed to prolong tank life.	Spring/Fall
Appliances	Change anode tube (if present) in water heater	The anode tube is designed to prolong the tank life. Once it corrodes it needs to be replaced.	As needed
Appliances	Inspect dishwasher for leaks	Hidden water leaks, no matter how small, can cause damage to many systems and components.	Monthly
Appliances	Check gas line for the stove/oven	Spray a soapy solution (dishwashing liquid and water) on the connections. If bubbles appear after a few minutes then the piping is leaking.	Spring/Fall
Attic	Check systems and components	Mold, rodent activity, Plumbing - leaks and supports, Roof - leaks, penetrations, structure, Venting - nesting, bathroom exhaust, attic vents, condensation, Electrical - connections, lighting, loose wiring, Heating/AC - insulation around ducts, air leaks.	Spring/Fall
Electrical	Exercise all breakers	Move breakers on electrical panel to ensure they move freely .	Spring/Fall
Electrical	Test Ground Fault Circuit Interrupters	Push test button on GFCI outlet. Replace if test button does not trip outlet or reset.	Monthly
Electrical	Test Arc Fault Circuit Interrupters	<i>Push test button on GFCI outlet. Replace if test button does not trip outlet or reset.</i>	
Electrical	Check outlets and switches	Use an outlet tester to wiring connections at outlets. Also, connections call loosen over time at outlets and switches.	Spring/Fall

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Electrical	Remove any obstructions at the service drop	The service drop is an overhead electrical line running from a utility pole to the home and must not be impeded in any way. Trees and landscaping often need trimming and it is best and recommended to utilize an experienced professional as this process is an electrical	Spring/Fall
Exterior	Repair caulk and weatherstripping	Caulk and weatherstripping repairs will prevent moisture and weather from penetrating.	Spring/Fall
Exterior	Inspect and clean window wells/covers	Window wells should be free of debris and drain properly. Covers should be rigid and secure but not locked.	Spring/Fall
Fire & Life Safety (FLS)	Change batteries in smoke and carbon monoxide detectors	Weak batteries will compromise the performance of these life safety devices. Recommend installing new batteries.	Spring/Fall
FLS	Check fire extinguisher charge	Weak charge will not allow maximum performance.	Spring/Fall
FLS	Clean fireplace	The fireplace and related components should be checked and cleaned by a qualified chimney sweep.	Initially and as needed
FLS	Emergency egress	Check operation of emergency egress windows, doors and FLS components. Review paths of emergency egress.	Spring/Fall
FLS	Add/check tags to identify shut off valves	Labeling shut off valves easily identifies the proper valves to open and close.	Initially and Spring/Fall
FLS	Check windows/doors for proper operation	Check emergency exits for proper operation.	Monthly
FLS	Check smoke alarms and carbon monoxide detectors	Complete maintenance per manufacturer's recommendations (cleaning, battery replacement).	Monthly
Foundation	Check for cracks and movement	Any cracks or movement should be further evaluated by a qualified professional.	Spring/Fall
Garage	Check door operation and components	The safety release for electrical openers must be operational. Check panels, hardware and door opener. Check batteries for remote.	Spring/Fall
Heating	Service and clean system	Heating system and components should be checked and cleaned by a licensed contractor prior to use for the season.	Fall
Heating	Vacuum registers, ducts and/or radiators	Dust and debris decreases the efficiency of these components.	Spring/Fall
HVAC	Change furnace filter	Dirty filters decrease heating and cooling efficiency.	Monthly

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HVAC	Check programmable thermostat batteries	Weak batteries will compromise the performance of these life safety devices. Recommend installing new batteries.	
Interior	Check windows	Check windows for sill damage, blocked weep holes, cracked glass and proper operation.	Spring/Fall
Interior	Inspect and repair screens (Spring) and storm windows (Fall)	Properly functioning storms and screens are essential to venting and moisture control.	Spring/Fall
Miscellaneous	Change door locks	Most home owners will provide buyers with all sets of keys. However, it best and advised to re-key the locks to avoid any possibility of someone easily gaining access to the property	
Plumbing	Exercise all plumbing valves	Open and close valves to ensure they are working properly. All valves including water, natural gas or oil should be checked (pilot lights may need to be lit again). Leaking and non-operating valves are useless when needed.	Spring/Fall
Plumbing	Check all gas lines	Spray a soapy solution (dishwashing liquid and water) on all gas line connections. If bubbles appear after a few minutes then the piping is leaking and immediate repairs are needed.	
Plumbing	Flush drains	Sewer gases can escape through floor drain traps that have dried out.	Spring/Fall
Plumbing	Check clothes washer supply hoses	These hoses have a tendency to leak and rupture. Consider adding a "no pressure" shut off valve so water will not flow if the hose fails.	Spring/Fall
Plumbing	Flush sink drains with drain cleaner	Preventative maintenance to minimize clogged drains.	Spring/Fall
Plumbing	Clean and test sump pit and pump	Remove debris and test pump and float/pressure switch.	Monthly
Plumbing	Eliminate all cross connections	Cross connections increase the risk of dirty water siphoning into a potable water supply. Examples are a hose extension resting on the bottom of the utility sink and the end of a garden hose placed in a bucket of water or pool of water.	As needed
Plumbing	Close and drain hose bibs	Drain hose bibs to prevent them from freezing/cracking. Close shut off valve and open hose bib. Consider winterizing them.	Fall
Plumbing	Clean faucet aerators	Aerators are screens at the end of the faucet. Air is mixed with the turbulent water flow which gives it a softer feel. Aerators get clogged with minerals and distort water flow. Care should be given when unscrewing the aerator assembly - close drain and work carefully.	As needed
Plumbing	Clean floor drains with baking soda and hot water	Chemical drain cleaners are hard on piping and the environment.	Monthly
Plumbing	Pour water down unused floor drains	The water in the trap can evaporate which allows sewer gases to to enter the living space.	Monthly

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Plumbing	Inspect toilets for stability	Gently rock the bowl and tank. If either are loose they should be tightened. Do not over tighten as porcelain cracks easily. A damaged subfloor will also cause the bowl to rock.	Monthly
Plumbing	Check fan ducts and termination points	Improperly venting vents can create a number of problems. Make sure fan vents are intact and venting to the outside.	
Roof	Check systems and components	Remove debris from gutters, check for ponding water and gutter pitch, check roofing material condition, flashings, penetrations, chimney and weather cap.	Spring/Fall
Roof	Clean gutters	Properly functioning gutters are an essential part of moving water away from structure	As needed
Structure	Inspect visible portions of foundation	It is best to have cracks or movement evaluated by a professional.	Spring/Fall
Venting	Check ducts	Tape all joints - use aluminum tape (not duct tape) to minimize air loss/infiltration for all (exposed) supply and return vents. Insulate venting.	Initially and Spring/Fall
Venting	Check dryer vent	Remove all lint and debris to minimize fire risks.	Spring/Fall

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