



POINTE HOMES

HOMEOWNER MAINTENANCE CHECKLIST

Taking care of your home keeps it safe, comfy, and looking great. This handy checklist makes it easy to stay on top of things—without the stress.

MONTHLY

- ☐ Change AC filter
- ☐ Clean the furnace filter
- ☐ Professional pest control
- ☐ Vacuum air vents
- ☐ Check that dryer vent is not clogged
- ☐ Test smoke & carbon monoxide alarms
- ☐ Test electrical outlets

BI-ANNUALLY

- ☐ Clean windows, door screens, and window frames
- ☐ Repair or replace caulking and weather stripping
- ☐ Inspect gutters & downspouts, clean
- ☐ Flush your water heater
- ☐ Inspect exterior doors and locks
- ☐ Clean sink drains with boiling water and baking soda
- ☐ Powerwash siding
- ☐ Inspect the roof, including all penetrations such as vents, pipes, & chimneys

YEARLY

Interior

- ☐ Inspect electrical cords for wear and tear
- ☐ Clean kitchen exhaust fan grill
- ☐ Clean faucet and showerhead aerators
- ☐ Have the AC and heater serviced
- ☐ Touch up any scuffs or stains on walls
- ☐ Check window caulk and replace as needed
- ☐ Seal tile grout in bathroom

Exterior

- ☐ Repair or replace siding
- ☐ Inspect roof tiles as needed
- ☐ Walk around the home and check for any hairline cracks
- ☐ Touch up peeling or cracking paint
- ☐ Clean key slots for dirt and lubricate
- ☐ Check all exhaust vents for any obstructions
- ☐ Check that all exposed plumbing and irrigation are insulated

During cold weather

- ☐ Below 35 degrees drip water from faucets
- ☐ Cover exposed pipes and faucets
- ☐ Run ceiling fans clockwise

During Extreme heat

- ☐ Adjust thermostat to around 78
- ☐ Create airflow with fans
- ☐ Close curtains and windows

After a severe storm

- ☐ Inspect roof for damages
- ☐ Check windows for cracks
- ☐ Check ceilings and doors for signs of leaks