

NEW HOMEOWNER CHECKLIST

APPLIANCES

- ❑ Clean Dryer Vents
- ❑ Clean outdoor air intakes
- ❑ Clean and tune ovens and ranges
- ❑ Check and clean refrigerator and freezer coils
- ❑ Check and clean bath and kitchen exhaust fans

ELECTRICAL EQUIPMENT

- ❑ Check for damaged cords
- ❑ Test outlets for proper hot, neutral and ground
- ❑ Test all ground fault circuit interrupters
- ❑ Test all fire, smoke and carbon monoxide detectors-
replace if needed

PLUMBING

- ❑ Check washer hose connections
- ❑ Check dishwasher hoses for leaks
- ❑ Check toilet supply/shut-off valve
- ❑ Clean & check refrigerator drip pan and
ice maker connections
- ❑ Check shower-tub surrounds for signs of damage
- ❑ Check traps and drains under sinks, tubs, showers
for leaks
- ❑ Check hot water heater for leaks
- ❑ Check water main/meter or well pump for
leaks or sweating
- ❑ Check all faucets for dripping water and change
washers if needed
- ❑ Check all visible pipes for leaks
(don't forget under sinks, etc.)

HVAC EQUIPMENT

- ❑ Schedule furnace and air conditioning tune ups
- ❑ Check and replace humidifier filters
- ❑ Check and replace furnace filters
- ❑ Check and replace other ventilation system filters
- ❑ Remove grills on forced air system ducts and vacuum
inside the ducts
- ❑ Check all vents (inside and outside) and make sure there
are no obstructions
- ❑ Clean dehumidifier coils, check operation



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ATTIC

- ❑ Check attic vents
- ❑ Check for water damage
- ❑ Ensure insulation is in place
- ❑ Check that fans still exhaust to outdoors (check ductwork connections)
- ❑ Check for signs of rodents, bats, roaches, termites

BASEMENT & CRAWLSPACE

- ❑ No wet surfaces, puddles
- ❑ Check sump pump and make sure the valve is working
- ❑ Floor drain working
- ❑ Vacuum basement surfaces
- ❑ Check for signs of rodents, bats, roaches, termites

EXTERIOR ROOF, WALLS, & WINDOWS

- ❑ Check that all shingles are in good condition
- ❑ Check all gutters for blockage and clean as needed (bird's nests, leaves, etc.)
- ❑ Clean gutters and downspouts
- ❑ Check chimney, valley, plumbing vent, skylight flashing
- ❑ Check all caulking and repair as needed
- ❑ Check for icicles and ice dams
- ❑ Look for peeling paint
- ❑ Check below window & door that flashing is intact
- ❑ Look for signs of leaks at window and door sills
- ❑ Check all window and door locks to ensure they're all in working order

YARD & EXTERIOR

- ❑ Ensure water drains away from house
- ❑ Ensure there are no trip, fall, choking or sharp edge hazards
- ❑ Fence around pool intact
- ❑ Drain outdoor faucets and hoses
- ❑ Clean window wells and check drainage

MISCELLANEOUS

- ❑ Examine the foundation for any cracks
- ❑ Examine exposed wood (attic, etc.) for insect damage and do any insect preventative maintenance that needs to happen
- ❑ Examine all outdoor items and see whether any seasonal maintenance needs to be done
- ❑ Check your fire escape plan and make sure that furniture additions haven't changed this



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