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 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

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
**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