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# HOME MAINTENANCE CHECKLIST

	SPRING	FALL	ANNUALLY	AS NEEDED
<b>ROOF</b>				
A Check for damaged gutters, down spouts, hangers and strainers.	X			
B Clean gutter strainers, gutters and downspouts.	X	X		
C Evaluate gutters and downspouts and other sheet metal for repainting.			X	
D Check for damaged or loose shingles, blisters on roofing, etc.	X			
E Check for damaged flashing.	X			
F Check underside of roof where accessible for water stains or dampness.	X			
G Evaluate roof for future repair.			X	
H Check vents and louvers for bird nests, etc.	X	X		
I Check fascias and soffits for paint failure and decay.	X			
J Check masonry chimneys.	X			
K Check antenna guy wires and support.			X	
<b>FOUNDATIONS</b>				
A Check inside planters for proper water seal. Check for dampness and leakage and avoid excessive watering.	X		X	
B Inspect for signs of termite infestation.			X	
<b>EXTERIOR WALLS</b>				
A Check siding and trim for damage and decay.	X			
B Check painted surfaces for paint failure.	X			
C Check masonry for cracks and loose joints.	X			
D Check all trim for tightness of fit.	X	X		
<b>WINDOWS AND DOORS</b>				
A Check doors, windows and trim for finish failure.	X			
B Check for broken glass and damaged screens.	X			
C Check glazed openings for loose putty.	X			
D Clean screens.	X			
E Check hardware and lubricate moving parts.	X	X		
F Check weather stripping for damage and tightness of fit.	X			
G Check caulking at doors, windows and all other openings and joints where dissimilar materials meet.	X			
<b>GROUNDS AND YARD</b>				
A Check driveway and walks for cracks and soil erosion.		X		
B Check all wood for decay and termites.			X	
C Clean and repair out of season equipment.				X
<b>PLUMBING</b>				
A Check water heater. Be sure to check pipe fittings for corrosion.			X	
B Check for buildup of scum and sludge in septic tank.			X	
C Check all toilets for leakage.				X
D Check faucets, hose bibs and valves for leakage.				X
<b>HEATING AND COOLING</b>				
A Clean or change furnace filter. It is recommended to change filter at least monthly.				X
B Clean and service evaporative cooler.	X	X		
C Clean dirt and dust from around furnaces, condensing unit, air grilles and ducts.	X	X		
D Have entire system checked by a qualified service person.	X	X		
<b>ELECTRICAL SYSTEM</b>				

A	Check condition of lamp cords, extension cords and plugs. Change at the first sign of wear or damage.	X	X		
B	Check areas where wiring is exposed. Replace at first sign of wear or damage.	X	X		
C	If you experience slight tingling shock from handling or touching any appliance, disconnect appliance and have it repaired.				X
D	If fuses blow or breakers trip frequently, contact an electrician to determine the cause and make necessary repairs.				X
E	Test GFCI (Ground Fault Circuit Interrupter) function by test button. If test does not break circuit, replace outlets. Locations: exterior and pool, bathrooms, kitchen and garage. DO MONTHLY.				X
<b>INTERIOR OF HOUSE</b>					
A	Check all joints in ceramic tile, laminated plastic and similar surfaces. Check caulk around sinks, bathtubs and showers.	X	X		
B	Check all painted and natural finished surfaces for dirt, finish failure and for required repairs.	X			

Frequency of inspections given in this chart is a minimum recommendation. Depending on materials and age, items may need more frequent checking.