

SEASONAL MAINTENANCE CHECKLIST

	SPRING	FALL	AS NEEDED
FOUNDATION - MASONRY - EXTERIOR			
Check foundation walls, floors, concrete and masonry for cracking, heaving or deterioration.	•	•	•
Check Chimneys for loose, deteriorated, or missing mortar.	•	•	
Check grading for proper slope away from foundation walls.			•
Check basement and crawl space for moisture or leakage after wet weather.	•		
Check all wood surfaces for weathering and paint failure.	•		
Check all decks, patios, porches stairs and railings for loose members and deterioration.	•		
Check foundation and attic vent screens for damage.	•		
Cut back and trim all vegetation from structures.	•		
ROOFS			
Check for any missing, loose or damaged shingles.	•		
Check for open seams, blisters or bald areas on flat roofs.	•		
Clean gutters, strainers, downspouts. Downspouts shall divert water away from foundation.			•
Check for any evidence of water penetration in attic and ceilings after wet weather.	•		
Check flashings around all surface projections and sidewalls.	•	•	•
Trim back all tree limbs and vegetation away from roof.		•	
Check antenna supports for possible leak source.	•		
Check fascia and soffits for deterioration and damage.	•		
DOORS AND WINDOWS			
Check for loose or missing glazing putty.		•	
Check Caulking for deterioration of all openings and joints between wood and masonry.		•	
Check weatherstripping		•	
Check for broken glass and damaged or missing screens			•
Check all window and hardware	•		

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