



Where Stimulus funding makes
Bay Area homeownership achievable

HomeHub® TOOLKIT Our Maintenance Checklist will help guide you.

MONTHLY

- Fire Extinguisher:** First, make sure you have one and know where it is! Then, check that it's fully charged; recharge or replace if needed.
- Sink/Tub Stoppers and Drain Holes:** Clean out debris. Running warm water helps loosen debris.
- Garbage Disposal:** Flush with a mixture of hot water and baking soda to keep it running properly.
- Forced-Air Heating System:** Change filters monthly if your system uses fiberglass filters.

EVERY 2 MONTHS

- Wall Furnace:** Clean grills so they are free of dust bunnies or other debris.
- Range Hood:** Clean the grease filter.

EVERY 3 MONTHS

- Faucets:** Clean debris and mineral deposits out of the aerator (a small screen screwed onto your faucet) to keep water flowing smoothly.
- Tub Drain:** Clean out debris.
- Outdoor Drain Grates:** Clean out debris to ensure proper drainage around your home.
- Termites:** Inspect the perimeter of your home for evidence of termites, such as mud tubes around the foundation. Make sure that there is at least six inches of clearance between any soil or mulch and the bottom of your siding.

EVERY 6 MONTHS

- Smoke Detector:** Test batteries and replace if needed. We recommend you do this before that dreaded beeping sound wakes you up in the middle of the night.
- Toilet:** Check for leaks and water run-on. That running sound means you are wasting water and money.
- Interior Caulking:** Inspect caulking around tubs, showers, and sinks; replace any if missing or cracking. Caulk helps keep water from your relaxing bath from rotting the wood studs and plywood behind your wall and floors.
- Forced-Air Heating System:** Replace the filter if you use high-efficiency pleated or HEPA-style filters.
- Garbage Disposal:** Tighten drain connections and fasteners.



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Range Hood: Clean fan blades and housing.

EVERY SPRING

- Roof:** Inspect roof surface, flashing, eaves, and soffits; repair if needed.
- Gutters and Downspouts:** Clean them out (or hire a professional). Inspect and repair weak areas; check for proper drainage and make repairs if needed.
- Trees:** Inspect for any branches that are at risk of falling on your home (or your neighbors) and have them trimmed, if needed.
- Siding:** Inspect and clean siding and repair if needed.
- Exterior Caulking:** Inspect caulking and replace any that is deteriorating. Just like inside your home, caulk helps keep the rain from rotting the wood studs and plywood behind your siding.
- Windowsills, Doorsills, Thresholds:** Fill cracks, caulk edges, repaint; replace if needed.
- Window and Door Screens:** Clean screening and repair or replace if needed; tighten or repair any loose or damaged frames and repaint if needed; replace broken, worn, or missing hardware; tighten and lubricate door hinges and closers.

EVERY FALL

- Roof:** Inspect roof surface, flashing, eaves, and soffits; repair if needed.
- Gutters and Downspouts:** Clean them out (or hire a professional). Inspect and repair weak points; check for proper slope.
- Trees:** Inspect for any branches that are at risk of falling on your home (or your neighbors), and have trimmed if needed.
- Chimney:** Clean flue (more frequently if needed); repair any cracks in flue or any loose or crumbling mortar.
- Siding:** Inspect and clean siding and repair if needed.
- Exterior Caulking:** Inspect caulking and replace any that is missing or deteriorating.
- Window / Door Weather Stripping:** Inspect, repair or replace if it is deteriorating or if it does not seal.