



Maintenance Schedule

All homes require periodic maintenance and establishing a set schedule will help make caring for your new home that much easier. Below we have listed some of the routine maintenance items that will require your attention from time to time (see Maintenance Manual). Our schedule is the maximum interval between required maintenance. When the seasons change it often times requires additional maintenance to your home, especially for the exterior of the home. Also, if you notice any issues with these items in between scheduled maintenance do not wait to perform any necessary repairs. Doing so may cause additional damage to your home. Please consult the manufacturer’s information that was provided at the time of your Orientation for the other features in your home and their specific maintenance needs. Failure to properly maintain your home can result in loss of warranty coverage. We recognize that it is impossible to anticipate and describe every maintenance need for good home care. This schedule is not meant to be all inclusive, we focused on items that Homeowners commonly ask about. You should always use caution and take whatever steps necessary to protect yourself, your property, and possessions when maintaining your home.

Always consult your Homeowner Maintenance Manual for Further Guidelines.

Item	Maintenance Requirements	Frequency (times per month or year)	Maintenance Date(s)	Maintenance Date(s)
Brick / Stone Veneer	Inspect for cracks in mortar and reseal as needed. Clean when required (do not use acid, products containing acid, or a pressure washer). Clear any weep holes in area as needed (prior to rainy season).	1 / Year		
Heating and Air Conditioning	Start unit BEFORE the season change, After 2 nd year have inspected by licensed technician every year. Change filters monthly, if using a washable filter do not reinstall until its completely dry. Normally filter is located at the air return intake, removed pollen / dust helps system run correctly and efficiently (some homes may have more than 1 filter)	2 / Year 1 / Month		

Bathroom Caulking	Seal joints (tub to tile, floor to shower pan)	2 / Year		
Backsplash Caulking	Seal gap between counter and wall	2 / Year		
Carpet Cleaning	Refer to Manufacturer's recommendations			
Ceramic Tile Grout	Seal with silicone based sealer	1 / Year		
Chimney Cleaning	Remove build up of tar and residue (contact a professional)	1 / Year		
Doors	Vacuum tracks (sliding glass door), silicone spray hinges and latches, do not use WD40.	3 / Year		
Drainage / Erosion Control	Keep area drains free of debris / silt & maintain ditches / swales (particularly if yard is not landscaped). Flush yard drains.	2 / Year 2 / Year		
Drywall (nail pops, cracks)	Re-set nails, caulk and paint (re-caulk) corners & sills	1 / Year		
Electrical (GFI Testing)	Test GFI circuits throughout home (reset outlets; typically located in kitchen, baths, and garages)	3 / Year		
Fencing All Types	Seal / paint (all sides), keep sprinklers from spraying directly on fence, check soil around posts	2 / Year		
Wood	Reset any loose nails, secure loose posts	2 / Year		
Wrought Iron	Touch up chipped or cracked paint to avoid rusting	As needed (inspect 2 / Year)		
Block	Clear weep holes as needed	2 / Year		
Garage Door	Lubrication extends systems life, refer to manufacturer's instructions	2 / Year		
Garbage Disposal	Fill with ice & run, cleans and sharpens blades	1 / Month (depending on use)		

Grounds	Inspect for dry rot on wood decks, pavement heaving and / or cracks caused from tree roots	1 / Year		
Gutters & Downspouts	Keep gutters free of debris and downspouts secure, flush downspout drains prior to rainy season	1 / Year		
Insect Control	If found treat monthly	4 / Year		
Irrigation Sprinklers	Direct spray away from house / fence to prevent damage, adjust sprinklers for season change, don't over water Fertilize	2 / Year 2-4 / Year (follow fertilizer instructions or check with your local nursery)		
Natural Stone (Granite / Travertine)	Dust regularly to avoid any scratches to the surfaces. Clean spills ASAP to avoid staining. Reaseal surfaces **Before applying any wax or polish consult the manufacturer's instructions.	As needed 1 / Year		
Painting (exterior)	Inspect for cracks in the stucco, chips in paint, or separations in the wood joints, fill and touch up paint as needed. Prep and repaint exterior of home.	1 / Year 3-5 Years		
Plumbing Sinks Aerators Angle Stops / Joints / Connections	Check all connections for leaks, tighten as needed Remove aerators and rinse any debris Inspect all angle stops and joints for possible leak, tighten as needed (do not over-tighten, it may crack the pipe)	2 / Year 3-4 Months 2 / Year		

Dripping Faucets	Repair Immediately (see Plumbing Section of Maintenance Manual, Dripping Faucet)			
Other Plumbing Issues	Consult Plumbing Section of Maintenance Manual			
Roof Inspection	Inspect roof with a ladder or observe from a safe, high vantage point. DO NOT WALK ON ROOF. Never let tree branches touch the roof, remove any fallen leaves that may build up, it may cause your roof to leak. Do NOT allow birds to nest on roof. Have a professional roof inspection completed.	1 / Year Every 3-5 Years		
Smoke Detectors	Change batteries (after changing the batteries push the “Test” button to confirm the detector is working). Vacuum smoke detectors (regular cleaning can help prevent a false alarm)	1 / Year 1 / Month		
Trees and Other Landscaping	Inspect trees and other landscaping on your and adjacent lots regularly to ensure branches are not hanging onto, or over, your roof. Inspect roots to make sure they are running away from flatwork, irrigation lines and foundation. For questions regarding landscaping contact a licensed landscaper or arborist. For communities with a Homeowner’s Association consult your CC&R’s for regulations regarding landscaping.	2 / Year		

Trim & Siding (Exterior)	Caulking and painting reduces chances of mold and mildew	1 / Year		
Water Heater (Draining)	Refer to manufacturer's guide for draining instructions	1 / Year		
Windows (Tracks & Weep Holes)	Avoid standing water in the tracks, remove any debris in track or blocking weep holes. If window is difficult to open apply silicone spray on the tracks only	6 / Month		
Windows (seal failure)	Inspect for broken seals and if foggy replace as necessary	1 / Year		