



## MAINTENANCE ITEMS AND HOMEOWNER RESPONSIBILITIES

Each homeowner is responsible for performing normal homeowner maintenance upon their home and yard improvements and for all items excluded from warranty, and no request for normal homeowner maintenance service on such excluded items will be accepted. Service cannot be provided for any damage done after you move into your home. The items below are considered home maintenance repairs once the homeowner has accepted the keys. The Seller cannot be responsible for these items after walk-through inspection including but not limited to:

- Broken or scratched windows or door glass
- Damaged vinyl, wood, ceramic or stone flooring
- Damaged or soiled carpeting
- Damaged finish or paint on woodwork and walls
- Chipped, scratched or stained countertops or appliances
- Cracked grouting of tile or plumbing fixtures
- Broken tile or marble in kitchen or baths
- Leaking faucets
- Plumbing stoppages (after 7 days)
- Bent or chipped window frames
- Scratched or broken shower enclosures or light fixtures
- Broken electric switches or wall plugs
- Torn window screens
- Interior hairline cracks in walls
- Broken or loose paper holders, towel bars, soap dishes
- Normal expansion or shrinkage in walls and trim, ceilings, wood, drywall or popped nails
- Altered Patio grades
- Inadequate drainage in yards caused by blockage of drainage swales
- Garage service door weathering
- Rodent and insect intrusion

All maintenance including maintenance of homes themselves, all fences, rear and side yards are the responsibility of the owners of each specific lot.



## RECOMMENDED MAINTENANCE SCHEDULE

See "Homeowner's Maintenance Manual" for Additional Information

### **Address Numbers**

Inspect for damage and surface condition every six months.

### **Appliances - Cooktop**

Clean as often as needed to prevent dirt and grease buildup every month. Every year have a professional check of the fuel and ignition system.

### **Appliances - Dishwasher**

Inspect the dishwasher for water leaks every three months and make repairs immediately. Every six months, if required by the Care and Cleaning instructions, clean spray arms and recirculating water filters.

### **Appliances - Food Waste Disposer**

Inspect food waste disposer for leaks every three months and make repairs immediately.

### **Appliances - Microwave Oven**

Clean all parts of the microwave oven every month and replace light bulbs as needed.

### **Appliances - Oven**

Clean as needed using mild soap and water every month. Every year have a professional check of the heating elements.

### **Appliances - Ventilation Hood**

Clean as often as needed every month to prevent dirt and grease buildup. Wash the grease filters every three months and every year check the blower components.

### **Cabinets**

Clean the cabinet surfaces every month. Every six months tighten the hardware, adjust the doors and drawers. Every year polish the wood cabinet surfaces with appropriate furniture polish.

### **Closet Shelf Systems**

Clean as needed every month, do not overload.



## RECOMMENDED MAINTENANCE SCHEDULE

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### **Condensation**

Check for evidence of excessive condensation during normal cleaning every month. Every three months inspect window sills, cabinets and closets for evidence of excessive condensation.

### **Countertops**

Check all caulk joints on the countertop edges every year and repair any that no longer provide a waterproof seal.

### **Doors**

Coat stained doors with lemon oil to prevent cracking every month and use touch-up or varnish on nicks and scratches. Every six months inspect painted doors to ensure that the paint is covering all six sides of the door, wax fiberglass doors and lubricate door hinges and locksets. Every year lubricate and clean rollers, moving parts, tracks and mating surfaces on pocket or wardrobe doors.

### **Drywall**

Clean painted surfaces with water and mild soap every six months. Fill minor cracks and repaint as needed.

### **Electrical System**

Test all AFCI and GFCI outlets and circuits every month. Every six months check all outlets for damage; replace damaged outlets immediately.

### **Electrical System - Lighting Controls**

Check operation of timeclocks and photocells every three months.

### **Electrical System - Lighting Fixtures**

Every month clean fixtures as needed, check bulbs and replace as needed. Every year check condition of caulk at all exterior light fixtures.

### **Exterior Metal Trim**

Every year inspect for corrosion and paint needs (paint as needed) and inspect all caulk joints (repair or replace as needed).



## RECOMMENDED MAINTENANCE SCHEDULE

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### **Exterior Wood Trim**

Every six months inspect surface finish and caulk or refinish as need to protect the wood.

### **Fire Sprinkler Systems**

Perform required flow and tamper testing every three months. Every year perform required annual inspection, testing and maintenance.

### **Fireplaces - Optional**

Every month clean glass as often as necessary. Every year have a professional check of the fuel and ignition system.

### **Floor Coverings**

Vacuum heavy traffic areas daily. Vacuum all carpet areas and damp mop hard surfaces each week. Every three months check all floor surfaces for damage. Every year have all carpets professionally cleaned.

### **Foundation**

Check and adjust dirt levels (grade) alongside foundation every six months.

### **Garage Doors**

Clean the light beam transmitter and receiver every month. Inspect for loose track or spring mounting bolts every three months and lubricate all moving parts every six months. Every year have the door professionally serviced and adjusted.

### **Garage Doors - Hardware and Opener**

Inspect, adjust and lubricate all moving parts every year.

### **Gas Meter**

Check for corrosion on manifold pipes and paint as needed.

### **Gates and Fences - Metal**

Every three months inspect for irrigation and plant growth problems (adjust or trim as needed) and inspect the condition of the paint. Maintain separation of dirt from all post bases and bottom of fence every six months. Every year paint as needed.



## RECOMMENDED MAINTENANCE SCHEDULE

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### **Gates and Fences - Vinyl**

Every three months inspect for irrigation and plant growth problems; trim as needed. Every six months maintain separation of dirt from all post bases and bottom of fence and adjust hinges and latches. Every year clean vinyl surfaces to remove oxidation.

### **Gutters and Downspouts**

Every six months inspect for leaf and silt collections and clean gutters and leaf screens as needed. Every year check all gutter and downspout seams and connections. Reseal and paint as needed.

### **HVAC Systems**

Clean all supply and return registers every month. Clean or replace return air filters every three months. Check condensate drain lines for blockages every six months and every year have the system professionally serviced.

### **HVAC Systems - Secondary Condensation Drain Line**

Inspect drain line on exterior of building every six months.

### **HVAC Systems - Thermostat**

Vacuum vent holes in thermostat cover every three months. Every year check backup batteries and replace as needed.

### **Landscape - Groundcover**

Inspect groundcover for appearance and health every month. Every three months apply fertilizer as needed per fertilizer manufacturers' instructions. Every six months prune groundcover as needed.

### **Landscape - Irrigation Control Valves**

Operate each valve and inspect for proper operation every month. Every year inspect, clean and lubricate each valve.

### **Landscape - Irrigation System**

Check that the water amounts and coverage patterns are appropriate for current conditions every month. Every three months, if drip emitters are included in your irrigation system, check emitter heads for proper flow.



## RECOMMENDED MAINTENANCE SCHEDULE

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### **Landscape - Irrigation Timeclock**

Check controllers to make sure watering cycles are appropriate for current conditions every month. Every year replace backup batteries.

### **Landscape - Landscape Drains**

Inspect drain inlets and catch basins for blockage every month. Every three months inspect surface swales for debris and proper flow. Every year verify all subsurface drains are clear.

### **Landscape - Lawns**

Every month mow when necessary to maintain proper height. Every three months apply fertilizer as needed per fertilizer manufacturers' instructions. Every six months apply weed herbicides as needed per fertilizer manufacturers' instructions. Every year de-thatch and aerate lawn areas.

### **Landscape - Shrubs**

Every three months apply fertilizer as needed per fertilizer manufacturers' instructions. Every six months prune shrubs as needed.

### **Landscape - Trees**

Every six months apply fertilizer as needed per fertilizer manufacturers' instructions and check for tree stake requirements. Every year check tree roots and tree size for damage to surrounding area.

### **Mirrors**

Every month clean mirrors as needed. Do not allow liquid cleaners to contact edges.

### **Paint and Stain**

Every six months inspect surface condition. Clean or paint as needed.

### **Pest Control**

Every year coordinate annual inspection with professional pest control company.

### **Plumbing Systems**

Inspect for leaks around toilets, sinks, showers, tubs, water heater, refrigerator and dishwasher every month. Every six months check sanitary sewer drains and sewer lateral for proper flow.



## RECOMMENDED MAINTENANCE SCHEDULE

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### **Plumbing Systems - Expansion Tank**

Check tank and adjacent piping for leaks every month. Every year check tank precharge.

### **Plumbing Systems - Fixtures**

Inspect for leaks, damage and proper operation every month.

### **Plumbing Systems - Shutoff Valves**

Exercise all shut off valves and angle stops every six months.

### **Plumbing Systems - Tankless Water Heater**

Inspect for leaks every month. Every six months check all venting for blockages and check on-off timer if so equipped. Every year have water heater professionally serviced.

### **Plumbing Systems - Water Pressure Regulator**

Verify that water pressure regulator is set at 65 PSI or less every six months. Every year clean inlet screen if so equipped.

### **Roofing**

Every year check interior ceilings for evidence of roof leaks and have roof inspected by a professional roof contractor.

### **Shower and Bath Enclosures**

Inspect all interior caulk joints around fixtures, tubs, shower areas, tile, doors and windows every month. Every three months inspect shower door seals and adjust if necessary to keep water from leaking out of the enclosure. Every six months check the condition of sealant and grout; repair as needed.

### **Shutters**

Inspect surface condition every six months; clean and paint as needed.

### **Siding and Shingles**

Every six months inspect condition of paint or stain (paint as needed) and inspect caulks and sealants (repair or replace as needed).



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### **Smoke and Carbon Monoxide Detectors**

Test all smoke and carbon monoxide detectors every month. Every year check backup batteries and replace as needed.

### **Stone Veneer**

Inspect for secure attachment every six months.

### **Stucco**

Every six months inspect for chronic damp conditions and adjust irrigation or drainage as needed. Clean wall stains as needed.

### **Ventilation - Attic Roof Vents**

Every year inspect vent screening and the condition of paint and caulking.

### **Ventilation - Dryer Vent**

Every three months check and clean dryer vent duct as needed. Every six months inspect damper door operation and lubricate. Every year inspect the condition of paint and caulking.

### **Ventilation - Exhaust Fans**

Clean intake grilles every three months. Every year clean motor and duct area; lubricate motor if needed.

### **Walkways and Driveways**

Check concrete for chipping, cracking, lifting or setting every six months. Repair cause and effect as needed. Every year check sealed expansion joints and repair or replace any sealants as needed.

### **Walls - Block**

Every six months inspect surface condition and foundations for movement.

### **Windows**

Clean window tracks and weep holes every month. Lubricate all moving parts every six months. Every year check flashings and caulk; repair as needed.