



Alan Fletcher Construction, Inc
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Spring Maintenance Checklist

- 1) HVAC:
 - Operate air conditioning. Confirm that cold air is coming out of vents. Remove any obstruction from vents, such as furniture or drapes.
 - Turn off the humidifier, clean unit and replace media.
 - Confirm that the outside unit is sitting level and is clear of any debris, such as leaves or toys.
 - Replace filters.
- 2) Clean out the fireplace if you used it during the winter.
 - Confirm the damper is closed.
 - Check flashing around chimney, repairing any leaks as needed.
 - Move any unused wood away from house.
- 3) Open outside crawlspace vents.
- 4) Clean gutters. Confirm downspouts are draining water away from foundation. Repair as needed. (Early May or late April)
- 5) Check caulking around windows and doors, touch up as needed.
- 6) Fill in any areas where backfill soil has settled.
- 7) Lubricate garage door springs and chain. Tighten any loose bolts.
- 8) Attic:
 - Check attic for any roof leaks. Repair any leaks immediately.
 - Confirm any attic ventilation is working properly.
- 9) Check basement or crawlspace for any leaks, mildew or mold. Ensure vapor barrier in crawl space is intact, repair or replace as needed.
- 10) Check bathroom exhaust fans:
 - Confirm they are working properly so they will pull excessive moisture out of bathroom.
 - Look for any mold in bathrooms. Repair any caulking around tub, shower and sink.
- 11) Trim any bushes or shrubbery that is blocking windows.
- 12) Check French Drains around house to make sure they are draining properly.
- 13) Replace window screens in windows to help cut down on unwanted solar heat through windows.
- 14) Check that stairwell hand rails are sturdy and steps are solid.

Busy? Overwhelmed? Let us perform these home maintenance tasks for you. Contact us today.



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Summer Maintenance Checklist

- 1) HVAC:
 - Make sure outside unit is sitting level and remove any obstructions.
 - Replace filters.
 - Check condensate pan.
- 2) Check humidity level in basement. If humidity is above 60% use a dehumidifier to keep it below 60%.
- 3) Deep clean carpets and rugs. This will remove pollen that had settled into them during the spring, which can shorten the life of your carpet.
- 4) Run water into any sink that is not used regularly. This not only allows you an opportunity to check that the faucet is operating without leaks, but also ensures that water is left in the trap.
- 5) Pour water in basement floor drain to ensure water is in trap if needed.
- 6) Check window functions, ensuring the all operate smoothly. Lubricate as needed.
- 7) Lubricate door hinges.
- 8) Confirm sump pump is working.
- 9) Check weather-stripping around doors and windows. Repair or replace as needed.
- 10) Check exterior wood trim for signs of damage or deterioration. Repair or replace as needed.
- 11) Check exterior paint; sand and touch up as needed.
- 12) Clean dryer duct of built up lint. Move dryer away from wall and vacuum any lint.
- 13) Make sure no plants or roots are growing into the siding or foundation of house.
- 14) Repair any cracks in sidewalk, driveway and steps.
- 15) Inspect drywall for any settling cracks. Repair as needed.
- 16) Clean and vacuum under and around refrigerators and freezers, including the grille under the appliance.
- 17) Check septic tank. It is recommended to pump septic tanks once every 5-6 years to prevent damage to tank.

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Autumn Maintenance Checklist

- 1) Replace HVAC filters.
- 2) Check chimneys for obstructions. Remove any nests or other obstructions as needed. Install a chimney cap if necessary.
- 3) Check that heating system is working properly. Have serviced as needed.
- 4) Check that all windows are closed tight and locked.
 - Remove window screens to allow more passive solar heat in through windows.
 - Check caulking and weather-stripping, repair as needed.
- 5) Make sure ground around house has not settled enough that water will not drain away from foundation. Fill in as needed.
- 6) Clean gutters. Confirm downspouts are draining water away from foundation. Repair as needed. (Early to mid-December)
- 7) Disconnect hoses from water spigots not being used.
- 8) If you have a well, have it tested for safety. It is recommended to have it tested every 2 years for bacteria.
- 9) Check that exterior doors are closing tightly. Adjust door and thresholds as needed.
- 10) Close outside crawlspace vents.
- 11) Check bathroom exhaust fans:
 - Confirm they are working properly so they will pull excessive moisture out of bathroom.
 - Look for any mold in bathroom. Repair any caulking around tub, shower and sink.
- 12) Activate humidifier in late November.
- 13) Test smoke and carbon monoxide alarms.
 - Replace batteries and clean as needed. It is generally recommended to replace the batteries at least once a year, with local fire departments suggesting we replace them each time we change our clocks for Daylight Savings Time (twice a year). It is also recommended to actually replace smoke detectors every 10 years, and to have a combination of “photoelectric” (good at detecting smoldering fires) and “ionization” (good at detecting flaming fires) smoke detectors.

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Winter Maintenance Checklist

- 1) Replace HVAC filters.
- 2) Confirm that hoses are disconnected from outside spigots.
- 3) Drain water heater per manufacturer directions to help control sediment accumulating in the bottom of the water heater and help it run more efficiently.
- 4) Clean and vacuum under and around refrigerators and freezers, including the grille under the appliance.
- 5) Check for leaks in faucets and toilets. Repair as needed.
- 6) Check attic for any roof leaks. Repair any leaks immediately.
- 7) Clean dryer duct of built up lint. Move dryer away from wall and vacuum any lint.
- 8) Clean all plumbing drains; shower, tub and sink drains. Also clean dishwasher drain.
- 9) Test that main water cut off valve is functioning properly.
- 10) Confirm that fireplace is operating safely.
- 11) Inspect gas logs before lighting.
- 12) Test garage door safety reverse feature. Have it repaired if it does not stop when there is an obstruction under it.
- 13) Test Ground Fault Circuit Interruption (GFCI) circuit breakers. Call an electrician if they are not working properly.
- 14) Check condition of range hood filter. If it is dirty replace it.
- 15) Check that all fire extinguishers are charged.

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