

Atlanta Habitat for Humanity Home Maintenance Schedule



January to March		Date last completed			
Plumbing					
Drains	Clean drains with boiling water and baking soda.				
Faucets and shower heads	Check interior and exterior faucets for leaks. Check for proper flow of water. If the flow is reduced, clean the aerator screens and shower heads. Replace washers if necessary.				
Kitchen and bathroom cabinets	Check under and around cabinets for leaks.				
Pipes	Inspect visible pipes for leaks.				
Toilets	Check for stability and leaks.				
Water heater	Check area around water heater for leaks. Flush hot water tank to remove accumulated sediment.				
Interior					
Countertops	Inspect for separations at sinks and backsplash. Remove old caulk and recaulk where required.				
Crawl space	Check for cracks or signs of excessive dampness or leaks. Check for any evidence of termites or wood-eating insects.				
Fire extinguishers	Check and recharge as necessary.				
HVAC and bathroom vents	Vacuum all grills.				
Tiled areas (if applicable)	Inspect for loose or missing grout or caulking. Remove old grout or caulk and regrout or recaulk if necessary.				
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust.				
Wood cabinets and trim	Apply a wood protectant.				
Electrical and appliances					
Dishwasher (if applicable)	Check for leaks.				
GFI and other electrical outlets	Test for proper operation.				
Heating and cooling systems	Replace filters as necessary.				
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.				
Refrigerator	Dust the top. Clean refrigerator drain pan. Clean and defrost freezer as necessary. Check for tight seal.				
Smoke detector	Test for proper operation and replace batteries if necessary. Vacuum dust.				
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.				
Exterior					
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.				
Garden beds	Mulch and amend soil as needed.				
Landscaping	Check that water runs away from house.				
Lawn	In late winter, re-seed grass if necessary. Fertilize as soon as spring growth appears.				

Atlanta Habitat for Humanity Home Maintenance Schedule



April to June		Date last completed			
Plumbing					
Outside faucets	Reconnect outside hoses.				
Interior					
Attic	Examine for evidence of any roof leaks. Check insulation and add as necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.				
Carpets and rugs	Clean.				
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and remove old caulk to recaulk if necessary.				
Walls	Deep clean. Inspect for chips or peeling. Touch up paint as needed.				
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.				
Electrical and appliances					
Circuit breakers	Turn all breakers on and off. Inspect electrical service lines for secure attachment to house.				
Heating and cooling systems	Replace filters as necessary. Remove debris around air conditioning unit. Service air conditioner every 3 years.				
Humidifiers and dehumidifiers	If applicable, turn off and clean furnace humidifier. Turn on dehumidifier if applicable.				
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.				
Exterior					
Decks	Scrub mildewed areas and treat for water stains, mildew, and fungus. Reseal as necessary. Clean out under deck.				
Gutters and downspouts (if applicable)	Clean and check for leaks, misalignment, or damage.				
Landscaping	Trim shrubbery around walls. Remove tree limbs before leaves appear, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.				
Porches, ramps and railings	Check security and repair. Clean out under ramps/porches.				
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks and vents for leaks.				
Windows	Clean. Check and repair window and door screens.				

Atlanta Habitat for Humanity Home Maintenance Schedule



July to September		Date last completed			
Plumbing					
Drains	Clean drains with boiling water and baking soda.				
Faucets and shower heads	Check interior and exterior faucets for leaks. Check for proper flow of water. If the flow is reduced, clean the aerator screens and shower heads. Replace washers if necessary.				
Kitchen and bathroom cabinets	Check under and around cabinets for leaks.				
Pipes	Inspect visible pipes for leaks.				
Plumbing and shut-off valves	Inspect for proper operation and leaks.				
Toilets	Check for stability and leaks.				
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.				
Interior					
Crawl space	Check for cracks or signs of excessive dampness or leaks. Check for any evidence of termites or wood-eating insects.				
HVAC and bathroom vents	Vacuum all grills.				
Interior doors	Lubricate hinges.				
Tiled areas (if applicable)	Inspect for loose or missing grout or caulking. Remove old grout or caulk and regrout or recaulk if necessary.				
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust.				
Wood cabinets and trim	Apply a wood protectant.				
Electrical and appliances					
Dishwasher (if applicable)	Check for leaks.				
Dryer	Clean duct.				
GFI and other electrical outlets	Test for proper operation.				
Heating and cooling systems	Replace filters as necessary.				
Refrigerator	Dust the top. Clean refrigerator drain pan. Clean and defrost freezer if necessary. Check for tight seal.				
Smoke detector	Test for proper operation and replace batteries if necessary. Vacuum dust.				
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.				
Exterior					
Concrete and asphalt	Check for cracks or deterioration. Clean oil and grease. Repair and reseal if necessary.				
Exterior walls	Check siding for damage or rot. Check painted surfaces for flaking. Power wash entire home exterior. Paint touch up as needed. Seal off any holes to prevent entry of small pests.				
Foundation	Inspect visible areas for cracks and vents or ducts for cracks, leaks, or blockages.				
Landscaping	Check that water runs away from house.				

Atlanta Habitat for Humanity Home Maintenance Schedule



October to December		Date last completed			
Plumbing					
Outside faucets	Drain outside hoses. Disconnect and store hoses.				
Interior					
Attic	Examine for evidence of any roof leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.				
Locks and burglar bars	Check operation and lubricate/fix as necessary.				
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and remove old caulk to recaulk if necessary.				
Weather stripping	Check caulking around windows and doors (inside and outside). Adjust or replace if necessary.				
Windows	Check for condensation and recaulk or reglaze/replace.				
Electrical and appliances					
Appliances	Inspect and service if necessary.				
Cooling system	Clean outside units with garden hose. Remove window air conditioner or protect with weatherproof cover.				
Heating and cooling systems	Replace filters as necessary.				
Heating system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Service heating system and heat pump every 2 years.				
Humidifiers and dehumidifiers	Turn off and clean dehumidifiers. Turn on furnace humidifier if applicable.				
Exterior					
Garden beds	Prepare for spring planting. Plant bulbs and winter plants.				
Gardening tools	Clean and sharpen.				
Gutters and downspouts (if applicable)	Clean and check for leaks, misalignment, or damage.				
Landscaping	Trim shrubbery around walls. Remove dead wood tree limbs or branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading. Mulch beds and trees.				
Lawn	Remove leaves from grass areas.				
Lawn and patio furniture	Clean and store or cover with weatherproof material.				
Lighting	Check bulbs and replace if necessary.				
Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents for leaks.				