

Home Maintenance Worksheet

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The most important general rules of home care:

- Follow the water (25% of claims, damage 10x more likely than fire)
- Prevention and catching problems early = save lots of expense & hassle later
- Any problem up high is usually more immediately critical than down low (i.e. roof vs. foundation)
- First priority = a good roof, second priority = good perimeter drainage
- If you don't typically climb a ladder once a week, then DON'T do it AT ALL
- If you do climb a ladder often, make sure it is a good one and be very cautious all the time
- Declutter to be able to access all inspection points

Most common Injuries to Home Owners

- Falls (especially from ladders), "**by far the major problem**"
- Electrical shock / electrocution
- Cuts & burns (knives, hot tools, glass & metal edges)
- Cuts from chain saw (gear, training, every cut = reality check!)
- Forest fires take homes via rubbish around perimeter close to walls
- GET SOMEONE TO HELP YOU WITH THE ITEMS BELOW - ESPECIALLY OFF THE GROUND STUFF

Everyone in the house should know how to:

- Shut off the main water line to house, and relieve the house pressure
- Shut off the natural gas main to house, know what gas leak smells like (rotten eggs)
- Fully damp down any woodstove in case of chimney fire
- Find a fire extinguisher on every floor
- Call 911 for emergency

Monthly Good Habits

- Test smoke detectors, minimum one on each floor
- Check for water leaks (small puddles) at the following (anything with a water line):
 - Toilets, tubs, showers, faucets
 - Sinks - around for sealing failures and under for leaks
 - Dish washer, refrigerator with ice maker
 - Clothes washer
 - Water heater
- Look for any damp areas around chimney
- Walk around house perimeter looking for anything "different"
 - Water stain or flowing where it shouldn't
 - Bug activity, bird nests, debris, wood, leaves, trees, shrubs piling up against house
 - Broken siding, trim, shingles, glass, other
- Clean door seals around dish washer & clothes washer

Spring

- Clean out gutters & down spouts
- Service snowblower and generator before storing
- Screwdriver poke testing to look for rot (summer projects)
- Inspect window & door caulk and weather stripping
- Look for missing roof shingles, from / on ground
- Clean & service woodstove, exterior of chimney - looking for cracks

	Cracks in concrete or retaining walls		
	Firewood, move away from sides of house		
	Check outside faucets and hoses		
	Clean & service furnace		
	Confirm air conditioner is free of leaves & debris, de-winterize		
	Clean outside decks and stairways		
	“Closely” inspect around skylights (inside) for signs of moisture / mold		
	Appliance care		
	Piece of paper around frig / freezer door seals, shouldn’t go		
	Vacuum coils of frig / freezer		
	Clean / replace inlet water filter on washing machine		
	Run dish washer empty with cup of vinegar, clean out food trap		
	Clean faucet aerators		
	Test water heater pressure relief valve		
	Pick a heavy rain day and look around outside house for water issues		
	Pooling near foundation, flow toward foundation		
	Gutters that run free and drain away rather than dump close to foundation		
	Any spots where water runs down the wall, or splashes onto wall		
	Any new “holes” or soft spots in ground		
Summer			
	Vacuum the clothes dryer duct		
	Confirm garage door auto-reverse feature		
	Test your sump pump for proper operation, look for debris that will clog it		
	Check tree interference with power lines		
	Flush hot water tank and remove sediment		
	Clean house siding (TSP, soft brush w/ long handle, rinse)		
	Inspect as you go looking for cracks, bare spots, missing caulk		
	Careful with power washers (can be too much pressure)		
	Inspect roof for moss & other aging characteristics (hired help)		
	Missing or cracked caulking		
	Hard / cracked rubber vent pipe boots		
	Curling shingles, broken, missing. Rust spots on metal roofing.		
	Chimney cap in place		
	Look for dead trees or branches that may hit buildings / vehicles / people		
Fall			
	Clean out gutters after leaves have all fallen		
	Clean & service air conditioner, winterize		
	Clean & service lawn mower before storing		
	Replace furnace air filters		
	Vacuum refrigerator coils / freezer coils		
	Clean range hood filter		
	Check the temperature setting of water heater (avoid scalding injuries)		
	Change batteries in smoke / CO detectors (even hard wired ones)		
	Vacuum & test all smoke / CO detectors		
	Have a pro apply moss killer to problem roof areas		
	Cover any water pipes of concern with insulation (garage, crawl, shop)		
	Inspect & repair all shower / tub caulking		
	Remove shower heads and clean sediment buildup		
	Inspect fire extinguishers for “green” status		
	Install storm windows, repair & store screens		

	Check solidarity of stair handrails (inside & out)		
Winter			
	Check furnace air filter, if clogged change it		
	Test all GFCI outlets		
	Pick a cold day and feel around each window / door for drafts		
	Close all windows & door, seal everything up		
	Turn on kitchen or bathroom fan(s)		
	Feel around window / door edges with a wet hand		
	Shake door or window frames to check tightness		
	Look for condensation spots in / around each unit		
	24 hrs after snowfall compare melting rate on roof to your neighbors		
	Inspect around basement / crawlspace (late season)		
	Look for wet / black spots		
	Wet hand test for air leaks at penetrations (pipes), top of concrete at sill plate		
Longer time frame issues			
	Pump septic tank every 3 - 5 years		
	Replace washer / frig water lines with braided (not rubber / plastic)		
	Evaluate attic insulation (it degrades, and more is always better)		
	Prepare the house for aging occupants (grab bars, wider doors, wheelchair)		
Financial Expectations			
	\$1,000 a year will buy lots of preventative, high value maintenance		
	Document maintenance and copy Insurance agent with it		
	Purchase materials & labour separately to save money (work w pros)		
	Cash still works with many professionals (discount?)		
	Established relationships with pros work in your favour, allegiance		
	Plan for a major project every 5 - 10 years that will cost \$10K - \$30K. Examples:		
	New roofing		
	Replace old windows		
	Landscaping to get water running away from foundation		
	Replace cheap, clogged perimeter drains		
	Exterior painting		
	Additional attic insulation		
Other tips			
	Rental shops have an amazing assortment of fun tools to help		
	Special tasks recommended if leaving a home vacant for long periods		
	Call before you dig 800 - 474 - 6886		
	As we age, please consider eliminating the following from your activities		
	Climbing on ladders of any height		
	Using a chainsaw of any size for anything		
	Use of a chainsaw while climbing on a roof (don't)		
	Radial arm saws should all be retired by now		
	Just because we've gotten away with something for years, doesn't mean we will tomorrow		
	Easily accessible / readable punch list on wall somewhere seen every week.		
	Dry erase board or note paper tablet (include writing tool).		
	Scratch off when completed to celebrate progress.		
	See anything weird / disconcerting on inspection = write it down		
Your recommendations / comments to make this worksheet better are welcome via email to randychurchill@me.com			

Home Maintenance Repair List						Date =	
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Comments to randychurchill@me.com							
PRIORITY							
High	Mid	Low	Item / Description			Get Help From	Completed?