



West Philly Tool Library - Home Maintenance Checklist

Monthly Tasks	Date Completed	Notes
Inspect HVAC filter - clean/replace as needed		
Deep clean refrigerator		
Clean out oven hood filter		
Check ALL fire extinguishers		
Clean out garbage disposal		
Check in on all unused spaces		
Check condition of all cords to appliances and plugs		
Quarterly Tasks		
Clean out dryer vent		
Scan your plumbing for any leaky pipes		
Check for damaged flashings around vents and chimneys		
Annual Tasks		
Test/replace smoke detectors		
Test/replace carbon monoxide detectors		
Inspect for signs of termites and wood decay		
Check basement for any dampness or leaks		
Check basement sump pumps		
Check caulk/grouting around bathtubs, showers and sinks		
Evaluate floor boards for replacment and refinishing		
Spring		
Clean out gutters and storm drains		
Check home's exterior for any repairs		
Get an AC tune-up		
Clean/repair/replace window and door screens		
Summer		
Check for insects (ants, roaches, ladybugs, etc.)		
Clean/repair/replace decks and patios		
Deep clean garage		
Fall		
Clean air vents and air ducts		
Remove window air conditioners for winter		
Check caulk around windows/winter weatherization		
Clean gutters, strainers, downspouts and splash blocks		
Flush your hot water heater		
Get a furnace tune-up		
Check and repair driveway		
Pest proof home - examine exterior and fill in gaps with steel wool		
Stock up on winter supplies		
Winter		
Test interior/exterior locks and doors		
Check for faulty electrical outlets		
Check for ice dams		
Contact a snow removal team to remove snow/ice from roof after heavy snowfall		