



# Home Maintenance checklist and tips

## Air Conditioning and Heating System

- Check your A/C's filters once a month. Replace or clean the filter at least once every three months, we recommend every month during summer.
- Keep shrubs, plants, and debris away from the outdoor condensing unit to ensure proper airflow and to prevent unwanted items entering the unit.
- Inspect your exhaust vent for rust, corrosion, and damage.
- Request your annual preseason HVAC maintenance tune-ups to ensure your system is ready to handle the summer heat or the winter cold.

## Plumbing System

- Keep food, grease, and coffee grounds away from your kitchen drains.
- Toilet paper should be the only paper product flushed down a toilet.
- Treat drains monthly to prevent clogs, build-up, and bad odors.

## Electrical System

- Avoid having too many appliances plugged into one circuit to help prevent circuit breaker trips and fire hazards.
- Unplug and replace any damaged electrical cords to prevent electrical hazards.

## Water Heater

- Refer to your water heater's manufacturer guide for necessary maintenance. If you aren't comfortable performing the maintenance yourself, contact a plumber for assistance.

## Dishwasher

- Repair or remove chipped plastic coating on your dish racks to prevent rust. To remove rust, use a steel wool sponge.
- Clean your dishwasher using a damp cloth and an old tooth brush for the smaller places once a month.

## Garbage Disposal

- To clean your garbage disposal, drop ice cubes through it while running cold water.
- To prevent stoppages, always run cold water before, during, and after use.
- Only grind biodegradable food with cold water.

## Refrigerator

- Using a vacuum, clean the coils on the back and underneath your refrigerator.
- Test the door gasket is sealing properly by making sure it can hold a dollar bill in place when closed.
- Avoid blocking air circulation, by not overloading the unit.

## Oven/Range

- Using vinegar, clean mineral deposits on the electrical heating element.
- Clean or change the range's hood exhaust filters every 3 to 6 months.

## Washer

- Visually inspect the cold and hot water hoses for cracks or deterioration.
- Avoid overloading the washer to help keep it on balance and working properly.

## Dryer

- Clean the dryer lint screen after each load.
- Using a vacuum, clean the ductwork and outside the dryer vent.

### DON'T FORGET!



Pre-Season **AIR CONDITIONING** Tune-Ups are available February through April.



Pre-Season **HEATING SYSTEM** Tune-Ups are available October through November.