

Home Maintenance Checklist

Use this maintenance checklist to help keep your home in great shape through the seasons for lasting comfort and value.

Regular home maintenance enhances your property's longevity and may help prevent costly repairs. This maintenance schedule complements but does not replace manufacturer guidance. Always use manufacturer-approved products for cleaning and maintaining your home's systems and features. For tasks requiring technical expertise or physical demands, we strongly recommend hiring licensed contractors to avoid personal injury or property damage.

On a Monthly Basis

Inspect, clean, or replace kitchen vent hood filter. If filter has grease buildup, warping, corrosion, holes, or other visible damage, it is time to replace it.

Inspect and clean kitchen vent hood exhaust fan housing.

Flush all toilets and run water through every sink, shower, and tub faucet, especially in those bathrooms that are not used on a regular basis, for 60 seconds to prevent grime buildup or water evaporation.

Clean and sharpen your garbage disposal by running a tray of ice cubes and an approved cleaning product (not Drano) through the disposal, then flush with hot water.

Review cabinet manufacturer recommendations for the appropriate products to maintain your cabinets.

Test and clean smoke and carbon monoxide detectors to ensure they are working properly and replace batteries if necessary.

Check fire extinguishers to make sure they are fully charged and show no signs of damage. Replace if expired.

Vacuum window tracks to remove dust and debris.

If you have large trees, shrubs, or other plants close to your home, keep the growth trimmed back to avoid branches damaging the exterior of your home, interfering with vents, or providing a way for pests to enter your home.

Check lighting and replace burned-out bulbs.

Replace HVAC filters every 30 days or per manufacturer's recommendations.

On a Quarterly Basis

Check exterior drainage conditions to ensure water drains away from your foundation and nothing causes standing water for more than 24 hours. Ensure drainage does not result in damage to adjacent properties.

Clean oil and grease from concrete and asphalt surfaces (e.g., driveway, garage floor, and outdoor footpaths). Make sure there is no ponding of water against the concrete foundation or flatwork.

If you have a crawl space or basement, check it for excess moisture.

Check ground fault circuit interrupters (GFCI) for proper operations. [Click here for an instructional video.](#)

Inspect the HVAC condensate drain line for free-flowing action while the AC is running, and clean if necessary.

Inspect, lubricate, and clean all exterior vents. Make sure air flows freely for vents that have operation dampers to help prevent the backflow of outside air and keep small animals from entering your home.

Inspect the attic for leaks, holes, congested roof vents, and signs of vermin. Level out insulation if needed.

Clear roof vents of bird nests and other debris. Call a professional to clear vents of stinging insect hives.

Inspect and clean all door, window, and siding weep holes for water drainage.

Check window tracks, sills, and baseboards for signs of leaks or mildew.

Inspect washing machine hoses for wear, cracks, and leaks. Check the hose connections and tighten if necessary.

Inspect water heater for leaks.

Schedule professional pest control services to spray your home as needed. The frequency of this will depend on where you live and seasonal fluctuations.

Inspect, clean, or replace HVAC filters, typically located in the return air duct. If you have an energy recovery system (or air exchange system), clean or replace those filters as well.

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On A Seasonal Basis

Spring

Schedule a professional inspection and tune-up of your HVAC system before heavy summer use.

If you have an air handling unit (AHU) equipped with a float switch or overflow pan, make sure these are clear of obstructions and functioning properly.

Check outdoor AC condenser unit for obstructions and debris. Trim back bushes, weeds, and grass to help prevent infiltration. Refer to manufacturer recommendations for additional maintenance steps.

Clean interior exhaust fans.

Inspect roof from the ground for missing, damaged, or loose shingles or tiles and have repairs made if needed.

Clean roof valleys and crickets to divert water off the roof.

Clean and repair gutters. Make sure gutters are free of leaves or debris that could prevent the flow of water and make certain there are splash deflectors at the base of the downspouts to deflect water away from your home.

Clean windows, window weep holes, and window screens. Repair or replace any damaged screens if necessary.

Lubricate window tracks, latches, and rollers with 100% silicone spray.

If you have sliding glass doors, clean doors and sliding screens. Repair or replace screens as needed. Check and replace worn gaskets, vacuum and lubricate the tracks, and adjust the rollers for smooth operation.

Inspect your garage door(s), rails, and lock system. For tension adjustments, consult a professional. Clear debris from the tracks, tighten nuts and bolts, and lubricate hinges and hardware with white lithium spray or grease as needed. As a security measure, consider changing your garage door opener code and test the auto-reverse safety features.

Turn on water supply to hose bibbs and exterior faucets, then check for leaks.

Inspect, test and adjust sprinkler system. [Click here for an instructional video](#). Set timers according to the season to ensure just enough water is utilized per station. Refer to local water use restrictions for your community and surrounding area to make sure you comply.

If you have a crawl space, check the space to make sure there is no standing water. Ensure all insulation is intact and all HVAC supply lines are secure.

If you have a basement, ensure insulation is intact and all HVAC supply lines are secure.

Adjust thresholds and door sweeps, then check weather stripping around doors and windows.

Test smoke and carbon monoxide detectors to ensure they are working properly and replace batteries if necessary.

Inspect and repair the following caulked areas, as necessary: [Click here for an instructional video](#).

- Kitchen and bath wet areas (i.e., sinks, dishwasher, commodes, showers, etc.).
- Countertops, backsplashes, laminate seals, and walls.
- Window and door seals.
- Building penetrations (i.e., hoses, faucets, ductwork vents, fireplace and chimney vents).
- Vinyl, aluminum, or wood siding.
- Stucco or mortar cracks.
- Drywall cracks from interior settling or shrinkage.

*Do NOT caulk the undersides of window trim, door trim, or siding. These gaps are designed to prevent moisture from getting trapped within the home structure.

Summer

Clean and reverse your ceiling fans by switching them to rotate counterclockwise. The direction switch is typically located on the motor housing.

Vacuum refrigerator and freezer coils.

Test your irrigation system to ensure all zones are working properly. [Click here for an instructional video](#).

Inspect shower doors for leaks and replace the sweep(s) if necessary.

Lubricate hinges and locks on all interior and exterior doors with 100% silicone spray.

Inspect the grout in your kitchen and baths, and repair as needed.

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Fall

Schedule a professional inspection and tune-up of your HVAC system.

Clean interior exhaust fans.

Vacuum and clean out forced air registers and ductwork.

Inspect roof from the ground for missing, damaged, or loose shingles or tiles and have repairs made if needed.

Repair gaps in roof flashing and soffits.

Clean roof valleys and crickets to divert water off the roof.

Clean and repair gutters. Make sure gutters are free of leaves and debris that could help prevent the flow of water and make certain there are splash deflectors at the base of the downspouts to deflect water away from your home.

Clean windows, window weep holes, and window screens. Repair or replace any damaged screens if necessary.

Lubricate window tracks, latches, and rollers with 100% silicone spray.

If you have sliding glass doors, clean doors and sliding screens. Repair or replace screens as needed. Check and replace worn gaskets, vacuum and lubricate the tracks, and adjust the rollers for smooth operation.

Inspect your garage door(s), rails, and lock system. For tension adjustments, consult a professional. Clear debris from the tracks, tighten nuts and bolts, and lubricate hinges and hardware with white lithium spray or grease as needed. As a security measure, consider changing your garage door opener code and test the auto-reverse safety features.

Inspect, test and adjust sprinkler system. [Click here for an instructional video](#). Set timers according to the season to ensure just enough water is utilized per station. Refer to local water use restrictions for your community and surrounding area to make sure you comply. Blow out and drain all sprinkler lines and vacuum breakers before freezing conditions settle in.

If you have a crawl space, check the space to make sure there is no standing water. Ensure all insulation is intact and all HVAC supply lines are secure.

Inspect and repair the following caulked areas, as necessary:

- Kitchen and bath wet areas (i.e., sinks, dishwasher, commodes, showers, etc.).
- Countertops, backsplashes, laminate seals, and walls.

- Window and door seals.
- Building penetrations (i.e., hoses, faucets, ductwork vents, fireplace, and chimney vents) vinyl, aluminum, or wood siding.
- Stucco or mortar cracks.
- Drywall cracks from interior settling or shrinkage.

*Do NOT caulk the undersides of window trim, door trim, or siding. These gaps are designed to prevent moisture from getting trapped within the home structure.

Adjust thresholds and door sweeps, then check weather stripping around doors and windows.

Test smoke and carbon monoxide detectors to ensure they are working properly and replace batteries if necessary.

Winter

Clean and reverse your ceiling fans to circulate warm air by switching them to rotate clockwise. The direction switch is typically located on the motor housing.

Drain, disconnect and store garden hoses to help prevent exterior hose bibbs from freezing; anti-frost hose bibbs will not prevent frozen or burst pipes if hoses are left attached.

Remove snow and ice dams from roof to help prevent leaking. We recommend contacting a licensed professional for support with this task.

Vacuum refrigerator and freezer coils.

Inspect shower doors for leaks and replace the sweep(s) if necessary.

On An Annual Basis

Drain and refill your water heater. It may be necessary to do this more frequently if you live in an area with extremely hard water.

Inspect and test your water heater safety valve, also known as the temperature and pressure release valve. The valve is typically located on or near the top of the water heater.

Verify main water shutoff valve is accessible and functioning properly.

Clean faucet aerators.

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Inspect plumbing for leaks.

Check and clean the clothes dryer's entire exhaust vent system.

Consider changing the access codes for your door locks and/or other security devices and systems.

Service your lawn mower, blower, edger, trimmer, and other yard equipment.

Wash home exterior to remove mildew and stains. If home siding is stucco, avoid pressure washing for risk of damage. If you have a wood fence, inspect the posts, rails, and boards for signs of deterioration, mildew, or pest damage. Clean with a power washer and apply a stain or sealant to help prevent decay. Tighten any loose boards and remove earthly debris from around the fence base.

Apply water seal treatment to all exposed treated wood.

Inspect exterior door finishes for peeling and cracking.

Touch up and polish tarnished hardware as needed.

Inspect outside deck and replace any warped or damaged boards, rails, and pickets. Check and tighten all deck bolts.

Inspect or reseal all patio, deck, and/or balcony surfaces.

Schedule a chimney inspection and cleaning to prevent creosote buildup and ensure safe use. Inspect and clean the chimney flue, clear the vent of debris, check for loose or missing mortar, and clean the fireplace glass. If you have a gas fireplace, test its operation to ensure it functions properly.

Touch up all painted surfaces as needed. Note that paint can fade, so test a small area first.

Clean and seal grout and natural stone products to help prevent moisture infiltration or staining of shower surrounds, countertops, and flooring.

Inspect pull-down stair unit and tighten nuts and bolts as necessary.

Tighten and adjust cabinetry drawers and hinges, as necessary to ensure proper alignment.

Schedule a professional termite treatment company to inspect and maintain treatment, if necessary.

Get your fire extinguisher(s) inspected and certified by a fire protection equipment company.

Check and replace batteries in thermostat(s), front door locks, and garage door openers.

If your home has a septic system, have it inspected.

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