

Syncon Homes Maintenance Checklist

MAINTENANCE ITEM	PURPOSE	FREQUENCY				DIFFICULTY
		1-7 DAYS AFTER MOVE IN	MONTHLY	BI-ANNUALLY	ANNUALLY	
AIR CONDITIONING SYSTEM	Turn on air conditioner approximately 6 weeks before hot season starts to ensure air conditioner is in good working condition.			X		EASY
CABINETS	Clean and apply a light coat of wax.			X		EASY
	Check drawers and hinges for proper alignment - tighten and adjust as necessary.				X	EASY - MODERATE
CAULKING	Check for caulking cracks or separations around sinks, bathtubs, toilets, faucets, countertops, backsplashes, ceramic walls, resilient and ceramic flooring, windowsills and any other areas originally caulked by Syncon Homes. To re-caulk, purchase appropriate caulking for the area you are caulking and following manufacturer's instructions.		X			MODERATE
CHIMNEY (Wood burning fireplaces ONLY.)	Clean to remove tar and creosote build up from flue.	Every (2) Years				HARD
DOORS	Check screws and door lockset and tighten as necessary.			X		EASY
	Lubricate bi-fold and by-pass doors as necessary.			X		EASY
	Clean sliding door tracks and apply silicone spray to tracks as necessary.			X		EASY - MODERATE
	Check weather stripping on exterior doors and repair or replace as necessary.				X	EASY - MODERATE
ELECTRIC	Locate main circuit breaker & learn how to turn on and off - show family members.	X				EASY
	Test & reset all GFCI receptacles.			X		EASY
	Check extension & appliance cords - replace frayed or split cords.			X		EASY
FENCES	Inspect all fence areas and repair or replace fencing as needed. (Wrought Iron Fencing - Every 4 Years.)				X	MODERATE - HARD
FIRE EXTINGUISHER	Purchase 1 large & 1 small - learn how to use properly.	X				EASY
	Check to ensure a full charge.		X			EASY
FOUNDATION	Check the foundation for excessive settlement, ponding or potential drainage problems, especially after the first heavy rain.				X	EASY
GARAGE DOOR	Lubricate moving parts of garage door. Tighten keepers to avoid sag on one-piece doors and tighten bolts.				X	EASY - MODERATE
GARBAGE DISPOSAL	Clean disposal blades by grinding up ice cubes; freshen by grinding up citrus rinds or using baking soda. DON'T DUMP FIBROUS FOODS DOWN DISPOSAL.		X			EASY
HEATING SYSTEM	Turn on heater approximately 6 weeks before cold season starts to ensure heater is in good working condition.			X		EASY
HVAC / MHRV	Check air filters - clean or replace as necessary.		X			EASY
IRRIGATION	To prevent over-water, set back irrigation times after plant material has been set.	X				EASY
	Check direction of water spray - helps with proper irrigation and cuts down on staining of exterior walls & fence.			X		EASY
LANDSCAPING	Review Warranty Manual - Landscape Section.	X				EASY
PLUMBING	Locate & label main water line shutoff valve and learn how to shut on and off - show family members.	X				EASY
	Check for leaks on water supply lines and valves to sinks and toilets.			X		EASY
	Clean out faucet aerators, spray nozzles and drains.			X		MODERATE
	Check pipes and drains for water leakage.			X		MODERATE
ROOFING	Remove water heater residue - following instructions in Warranty Manual - Plumbing Section.			X		MODERATE
	Check gutters and valleys to make sure any water flows freely. Clean out any debris.		X			MODERATE - HARD
SMOKE DETECTORS	Test smoke detectors and clean and/or vacuum smoke detector openings as needed.	X		X		EASY
	Replace batteries.			X		EASY
WINDOWS	Check sills for caulking cracks or separations and re-caulk as necessary.			X		EASY
	Check weather stripping around windows and repair or replace as necessary.			X		EASY
	Check windows for smooth opening and closing operation. Clean tracks and lubricate as necessary.			X		EASY
	Inspect window screens and repair or replace as necessary.			X		EASY - MODERATE
	Check the dual-pane seals - broken seals reduce insulating ability. Replace when foggy.				X	HARD

EASY - No special skill required.

EASY - MODERATE - Some skill required.

MODERATE - Advanced skill required.

MODERATE - HARD - Advanced skill and assistance from your local home improvement store.

HARD - This should only be performed by a qualified, licensed, professional.

DISCLAIMER: THE ABOVE RECOMMENDED MAINTENANCE SCHEDULE IS A BRIEF DESCRIPTION ONLY. A MORE DETAILED DESCRIPTION OF HOMEOWNER MAINTENANCE IS OUTLINED IN YOUR HOMEOWNER'S MANUAL.