

# **T. E. Gordon Home Inspections Inc.**

## **Maintenance Manual**

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**Interior / Exterior  
Checklists**

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*Specializing in Home Inspections & Infrared Inspections*

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## Interior Maintenance Inspection

Keeping a house in good working order is a top-priority concern for all homeowners. It contributes to comfort and enjoyment, and it's vital to maintaining the value of your property. "A stitch in time saves nine" holds especially true in preventive house maintenance. Conducting an investigation of your home systems, indoor and out, at appropriate times of the year can save you money as well as inconvenience.

A periodic checkup needn't be an arduous task. It may add up to just a few hours a year. You can probably take care of most minor repairs yourself. Unless you're adept and experienced, let professionals do such major jobs as plumbing and electrical repairs or additions. If you have a septic tank, have it professionally inspected and pumped out every 3 to 4 years, based on a family of four. Routine testing of your well water should also be considered.

An ideal time to make checks is when a system is not in use. Your air exchanger and or air conditioning systems should be checked and cleaned. Have the refrigerant level in the air conditioner increased if need be. Anytime between late summer and fall, have your heating system and humidifier checked, cleaned, and serviced. If any part of a system seems unduly worn, a replacement may be better than a repair. When in doubt, contact an expert in regards to that repair. Receiving quotes from more than one professional is always recommended.

When fall comes around, this is a good time to inspect for insects and animals that may have taken up residence in unsuspected parts of your house. Your local humane society or your provincial conservation department will provide information on how to safely remove such invaders or will tell you how to get help. Check the insulation and ventilation in your attic. Upgrading weather stripping and caulking around doors and windows.

Hazardous materials such as paint and solvents should be disposed of properly. Don't store heat-sensitive or combustible materials in the garage, as the temperature will be rising throughout the season. Inspect the floor for grease spots from leaking car fluids. If you have children, instruct them not to go in the garage unaccompanied. Your hand tools, power tools, fertilizers, weed-killers, and pesticides should be stored out of a child's reach or in a locked cabinet.

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<b>Heating and cooling systems</b>	<b>Spring</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Have oil-fired burner checked and tuned professionally.		✓		
Have gas pilot safety device of gas-fired burner checked.				✓
Change or clean forced warm-air furnace filter.				✓
Check belt on blower of warm-air system; deflection should not be more than ½ in.			✓	
Check ducts of warm-air system for leaks or worn duct tape.				✓
Bleed air from hot-water radiators.				✓
Vacuum exterior of furnace or boiler.		✓	✓	
Have chimney flue inspected yearly and swept when necessary.		✓		
Have central cooling system checked professionally.	✓			
Clean or change air conditioner filters.				✓
Clean and service humidifier.	✓			
Clean dehumidifier; service if needed.			✓	

<b>Plumbing system</b>	<b>Spring</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Checks for leaks; faucets, toilets, sinks outdoor faucets, and drainpipes.			✓	
Drain sediment from water heater (draw out 1 gal.).			✓	
Check water heater gauges; should be set at 60°C (140°F). If dishwasher has own heating element set at 49°C or (120°F).			✓	
Have pressure and temperature relief valve on water heater checked by a plumber.		✓		
Check well pumping equipment for leaks and proper pressure, 20 to 40 psi.			✓	
Check septic system for water pooling, grass that is greener than other areas or an odor coming from the disposal field.			✓	

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<b>Electrical system</b>	<b>Spring</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Inspect all cords and plugs for wear.	✓		✓	
Have electrician check fuse or breaker box if blowouts are frequent.				✓
Check light switches, wall outlets, and ceiling fixtures for loose parts and malfunctioning.				✓
Trip main switch to prevent corrosion buildup.			✓	
Check ground fault circuit interrupters.				✓

<b>Interior surfaces</b>	<b>Spring</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Checks for cracks in walls.				✓
Have dark stains and bulges on ceilings and wall, and peeling paint, checked by a professional.	✓			
Check sealant around tubs, showers, and tile floors.				✓
Clean dingy tile grouting.	✓	✓		

<b>Foundations and basement</b>	<b>Spring</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Have beams checked for termites and powder – post beetles.				✓
Check for dampness, leaks, and cracks.				✓
Clean and check sump pump			✓	

<b>Floors</b>	<b>Spring</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Check tiles and plastic surfaces for cracks and damage.				✓
Check wooden floors wear.				✓
Pour a gallon of water into the basement floor drain.			✓	

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## Exterior Maintenance Inspection

In the spring, a house often shows signs of wear from severe winter weather. This is a good time to check your home's exterior; all the elements play a part in deteriorating the outside of a house especially water. Once water penetrates, it can cause a variety of problems ranging from roof leaks to cracks in masonry. You can, however, prevent or alleviate the severity of the toll nature takes by periodically inspecting your property for signs of damage. In most cases, it's best to begin in the spring.

First view your roof with binoculars. If there are signs of missing shingles or areas of deterioration which warrant a closer inspection use a safely positioned ladder to get a better view. Do not climb onto the roof, take photos from the ladders edge and always have someone to hold the ladder. Look for possible sources of leaks, damaged flashing, curled or missing shingles, or loose mortar in chimney joints. On a flat roof, check for damaged caused by debris, loose flashing, cracks or holes in the roof surface and areas of water pooling. Repairs should be made promptly, ask professional roofers to investigate and repair any damage areas.

An ice dam is a buildup of ice and snow at the roof edge. It can cause gutters to sag and water to creep under the shingles. Take steps to prevent future ice dam formation before you make any gutter repairs. Debris-filled gutters can also cause leaks. Clean them out regularly in the spring after trees have bloomed, and again in the fall after the last leaves have dropped.

Take advantage of the warm weather and wash the outside of your windows and clean the siding. While it might be tempting to use a pressure washer, a garden hose is best to avoid potentially damaging the exterior of your home. Apply a coat of fresh paint if needed, and repair any damaged vinyl / wood siding or shingles.

Check the foundation of your house at least once a year. Have a professional look at ever-widening cracks as well as any bulges in a foundation wall. If puddles collect near the foundation, or the basement has a moisture problem, consider waterproofing the foundation. Have a qualified contractor repair serious leakage. If you find signs of ants near foundation walls or even suspect their presence, call an exterminator. Carpenter ant invasions are not always obvious. The pests can get into wood through the hollow core of concrete block foundations, through the joints and bolt holes, and through cracks in concrete.

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<b>Exterior Walls</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Fill masonry cracks.	✓				
Repair split caulking joints between siding and other materials.	✓		✓		
Check window wells and cellar ways for debris.	✓		✓		✓
Check all wood surfaces for paint failure and damage.	✓				
Nail loose siding and trim; replace decayed sections, paint if required.	✓				
Check for carpenter ants and wasps nests.	✓	✓			
Wash vinyl, aluminum, or painted wood siding.	✓	✓			
Check deck or patio for loose boards, bricks, or stones.	✓				
Check joint between porch roof and house for cracks and water stains.	✓				

<b>Roof</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Check for damaged shingles.	✓				
Inspect flashing at chimney, dormers, valleys, and vents.	✓				
Replace loose mortar between chimney bricks. Inspect cracked bricks and chimney rain cap.	✓				
Clean eavestrough, downspouts, and leaf strainers: check for pitch and leaks at seams.	✓		✓		
Evaluate roof 15 years old or older for replacement.				✓	
Check vents and louvers for broken screens.	✓		✓		
Check for birds' nests.			✓		
Check fascias and soffits for paint failure and decay.	✓				
Check satellite dish supports and wires for roof or shingle damage				✓	

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<b>Doors and Windows</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Replace cracked window glass and loose putty on windows.					✓
Clean screens, check for damage.	✓				
Replace worn or damaged weatherstripping.	✓				
Apply new caulking around windows and doors if needed.	✓		✓		
Lubricate movable hardware (hinges, locks, casement operation).	✓		✓		
Clean and lubricate tracks of gliding doors.	✓				

<b>Grounds and Yard</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Annually</b>	<b>As Required</b>
Check storm drains for debris.	✓		✓		✓
Fill driveway cracks, seal blacktop or concrete, add gravel if needed.	✓				
Check porch foundation for uneven settling. Replace footing if needed.	✓				
Check foundation for termite signs.	✓		✓		✓
Check masonry walls and walks for cracks.	✓				
Check ground by house for standing puddles, drip line beneath roof.	✓				
Sand rust from metal fences and paint.	✓				
Check wood fences and posts for decay and wood-boring insects.	✓	✓			
Trim overgrown trees and shrubs that could damage siding, roof, clog gutters, or harbor pests.	✓		✓		
Check retaining walls for rot, loose or missing stones, and movement.	✓				
Check walkways for cracks and deterioration.	✓				