



# Homeowner Maintenance Guide

Closing Date: \_\_\_\_\_

Warranty Expiration: \_\_\_\_\_

## Service Contact Phone Numbers

Maintenance Item	Frequency													Date Last Serviced	
		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.		
Replace A/C Filter (See manufacturers specifications)	Monthly or as needed														
Recaulk Kitchen Counter / Backsplash	As Needed	Hairline separations due to normal settlement could allow water intrusion and swell the countertop.													
Recaulk Shower Tile Corners	As Needed	Hairline separations due to normal settlement should be caulked to prevent leaks into areas adjacent and below.													
Replace Smoke Detector Batteries	As Needed	Detectors will "chirp" when batteries are low. All batteries should be changed as they are interconnected.													
Clean Out Lint from Roof Dryer Exhaust	As Needed	When the exhaust needs to be cleaned, the dryer will not dry clothes.													
Inspect Front Door Weather Stripping	As Needed	If light can be seen around your exterior doors, air conditioning is escaping creating high-energy bills.													
Clean bottom of Window Frames and Slider door tracks	As Needed	Remove dust, debris (i.e. leaves) to facilitate use. In addition, please ensure that the weep holes in tracks of sliding glass doors and windows are free of debris to enable proper drainage.													
Service Air Conditioning & Heating System	Every 6 Months	Should be performed by a licensed air conditioning service company to include cleaning condensate lines, checking Freon level, checking all connections, calibrating thermostat, etc.													
Inspect & Repair Stucco Settlement Cracks	Yearly	Settlement cracks could eventually cause leaks and should be caulked or repaired with an elastomeric sealer and repainted.													
Inspect & Recaulk All Exterior Protrusions	Yearly	With normal settlement, any exterior protrusions into the home that separates from the stucco should be sealed or caulked to prevent leakage into the house. (light fixtures, hose spigot, A/C pipes, hose reels, etc.)													
Inspect & Recaulk Hurricane Shutter Tracks	Yearly	With normal settlement and weathering, hurricane shutter track caulking could separate or shrink and should be sealed or caulked to prevent leakage into the house.													
Inspect & Recaulk Front Entry Door Frame	Yearly	Upon completion of the home, the doorframe is caulked and painted to prevent deterioration from the elements. Recaulking around the front door frame and threshold will prevent leakage into your home and wood doorframes from rotting.													
Clean Out & Caulk Corners of Sliding Glass Doors	Yearly	The corners of the sliding glass doors are caulked on the backside, but normal settlement may eventually break the seal. All corners should be cleaned and inspected yearly.													
Inspect & Recaulk Exterior Window Frames	Yearly	With normal settlement and weathering, window caulking will separate and shrink and should be sealed or caulked to prevent leakage into the house.													
Lubricate Overhead Garage Door Tracks	Yearly	Lubricating the overhead door tracks will prevent the door from sticking, becoming noisy and possibly coming off the tracks.													
Lubricate Door Hardware and Lock Sets	Yearly	Lubrication will prevent locks from sticking and prematurely wearing out.													
Annual Termite Treatment & Inspection	Yearly	Inspection and Treatment of perimeter foundation.													