



HOMEOWNER'S MANUAL

MONTHLY

Inside

- Clean out refrigerator
- Clean toilets
- Clean/dust ceiling fans
- Clean/dust HVAC vents and return

Outside

- Mow lawn as appropriate
- Clean door handles
- Wash out trash cans
- For pools and hot tubs, maintain as appropriate

QUARTERLY

Inside

- Change air filter
- Clean dishwasher
- Clean sinks/drains
- Clean showers/tub drains
- Set up pest control for your home

Outside

- Fertilize grass
- Change flower beds each season
- Add mulch to yard (as needed in the Spring)
- Check roof shingles and chimney for storm damage

BI-ANNUALLY

Inside

- Service HVAC (beginning of Spring and end of Fall)
- Change the refrigerator water filter
- Clean stove, oven, vent hood, and vent hood filters

Outside

- Clean out gutters
- Turn off sprinkler system
- Cover outside faucets (before first freeze and uncover after last freeze)
- Check sprinkler system leaks
- Check house foundation and soil around foundation

ANNUALLY

Inside

- Check hot water heater
- Clean garbage disposal
- Clean fireplace:
 - For wood burning, have chimney swept based on use
 - For gas burning, have fireplace inspected/serviced based on use
- Check outlets for cracked face plates and blackened plugs
- Replace smoke detector batteries
- Check windows for correct operation, cracks and leaks

Outside

- Trim foliage
- Spread weed preemergent
- Clean dryer vent at the dryer connection and the outside outlet
- Check roof flashing for cracking
- Check all siding for cracking or chipping paint
- Check brick & mortar for cracking or crumbling
- Check composite siding for cracking or gaping caulk
- Check wood siding for soft spots and rotting
- Check outside doors to ensure no leaking air and good weather stripping
- Check garage door

EVERY 2-5 YEARS

Every 2 Years

- Prune trees
- Familiarize yourself with your circuit panel
- Clean carpet

Every 5 Years

- Clean out P traps under sinks
- Power wash and re-stain your fence
- Power wash house

OUR HOME INFORMATION

Address: _____

Square Footage: _____ Beds: _____ Baths: _____

Age of Roof: ____ Age of HVAC: ____ Age of Hot Water Heater: ____

Insurance Provider: _____

Mortgage Provider: _____

Warranty Provider: _____

NEED HELP?

For assistance, please call Alan at Fine Point Homes – (817) 822-9294
Or visit www.finepointhomes.com for how-to videos.

Items above are suggestions for home maintenance. Fine Point Homes Construction and Real Estate are not legally or financially responsible for acts and services performed to your home.

Save all receipts and proof of repairs/maintenance. This is helpful if you ever decide to sell your home.



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