

Preventative Maintenance Checklist – Housing Department			
Area	Item	Activity	Frequency
Building Services	Water well	Test water quality	Every 2 years
	Septic system	Pump-out and inspect tank, drainage field	Every 2 years
	Oil/Propane	Check tank support	Annually
	Gas lines	Confirm no leaks, paint pipes as needed	Annually
	Electrical mast/meter	Confirm securely mounted	Annually
Heating System	Furnace	Have professionally serviced.	Every 2 years
		Confirm tenant replacing filter	Annually
	Chimney	Inspect and clean, confirm rain-cap	Annually
	Ducts, grilles	Ensure tenant is keeping clean/clear	Annually
Electrical	Distribution Panel	Check condition and labeling	Annually
	Main ground wire	Confirm system is properly grounded	Annually
	Fuses	Check if sized correctly	Annually
	Circuit Breakers	Trip and test	Annually
	Ground Fault Interrupter	Test buttons, interrupter	Annually
	Smoke detectors	Test, confirm batteries have been changed	Annually
	CO detectors	Test, confirm batteries have been changed	Annually
Appliances	Stove	Test, ensure tenant is cleaning properly	Annually
	Refrigerator	Test, confirm tenant is cleaning properly	Annually
	Washer	Test, confirm hose screens changed	Annually
	Dryer	Test, confirm duct + exhaust hood clean	Annually
	Sump Pump	Test, confirm lid and hose extension	Annually
Insulation	Attic	Check for condensation, blocked vents, leaks, pests	Annually
Ventilation	HRV	Inspect, ensure cleaning by tenant	Annually
		Confirm air vents/diffusers are	Annually
		Confirm exterior hoods are clean	Annually
	Bathroom/ Kitchen Fans	Inspect, confirm tenant is cleaning	Annually
		Confirm stove fan filter is cleaned	Annually

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Plumbing	Fixtures/fittings	Check water pressure, and drainage	Annually
		Check for leaky faucets	Annually
		Inspect for leaks	Annually
	Piping	Inspect for leaks	Annually
	Drains	Ensure good drainage or clear lines	Annually
	Main Shut-off	Test (close and open easily)	Annually
	Outdoor Faucets	Confirm tenant has closed and drained	Fall
		Confirm tenant has opened and tested	Spring
	Hot Water Tank	Check temperature and leakage	Annually
Drain tank to clean out rust and debris			
Exterior	Foundation	Confirm free of cracks or damage. Seal leaks.	Annually
	Exterior finish	Confirm condition, seal any siding holes or penetrations	Annually
	Landings, steps, railings	Confirm sound condition, level and stained or painted	Annually
	Roof	Check flashing, caulking, edges, intersections	Annually
	Eaves troughs and downspouts	Check/repair loose sections, leaks Ensure tenant does annual clean-out	Annually
	Soffits and Fascia	Inspect	Annually
	Doors and Windows	Inspect glass, hardware, caulking, paint	Annually
	Sealants	Re-caulk if necessary	Annually
Interior	Ceilings, walls	Confirm interior is mold-free	Annually
	Drywall finish	Confirm no major holes in exterior walls	Annually
	Paint	Repair and re-paint interior walls	5-7 years
	Flooring	Confirm free of tripping hazards	Annually
	Doors/windows	Confirm condition and hardware	Annually
	Electrical plugs/switches	Confirm cover-plates are installed	Annually
	Tub surround	Confirm condition of caulking	Annually
	Toilet(s)	Confirm secure, no leaks, functioning	Annually
Grounds	Culverts	Check condition and clear debris	Annually
	Drain Ditches	Clear debris, check for flow	Annually
	House Perimeter	Check to ensure positive drainage away from unit, tenant clearing debris	Annually
	Surrounding Yard	Confirm free of hazardous storage and Trees/weeds safe distance from house	Annually