

# Victoria Park

## Homeowners Maintenance Checklist

Quarterly		Date Completed
<b>Plumbing</b>		
Faucets and shower heads Drains Pipes Kitchen and bathroom Cabinets Toilets Water heater	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary. Clean with baking soda. Pour water down unused drains. Inspect visible pipes for leaks. Check around for leaks. Check for stability and leaks. Check for leaks. Check for leaks and corrosion around joints. If you have hard water, drain 1-2 gallons of water.	
<b>Interior</b>		
Wood cabinets and trim Interior doors Garage door Window and door tracks Basement or crawl space Ceramic tile	Apply a wood protectant. Lubricate hinges. Lubricate hardware. Inspect mechanism for free travel. Snug bolts; do not over-tighten. Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches. Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects. Check and clean grout.	
<b>Electrical and appliances</b>		
Heating and cooling systems Kitchen exhaust fan Refrigerator Dishwasher Wiring, electrical cords, plugs Smoke detector GFI outlets	Clean and replace filters. Remove and clean the filter. Clean accumulated grease deposits from the fan housing. Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary. Check for leaks. Check for wear or damage. Replace if necessary. Test for proper operation and replace batteries if necessary. Test for proper operation.	

<b>Fall</b>		<b>Date Completed</b>
<b>Plumbing</b>		
<b>Plumbing shut-off valves</b> <b>Outside faucets</b> <b>Water heater</b> <b>Faucet aerators</b>	<b>Inspect for proper operation.</b> <b>Drain.</b> <b>Flush out hot water to remove accumulated sediment.</b> <b>Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.</b>	
<b>Interior</b>		
<b>Attic</b>  <b>Countertops</b> <b>Tiled areas</b> <b>Shower doors/tub enclosures</b> <b>Weather stripping</b> <b>Fireplace</b>	<b>Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.</b>  <b>Inspect for separations at sinks and backsplash. Recaulk where required.</b> <b>Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.</b> <b>Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.</b> <b>Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.</b> <b>Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.</b> <b>(Western Fireplace Supply: 591-0020)</b>	
<b>Electrical and appliances</b>		
<b>Heating and cooling system</b> <b>Refrigerator</b> <b>Appliances</b>	<b>General furnace inspection; service heating system and heat pump. Clean and replace filters if necessary.</b> <b>Clean coils and under refrigerator.</b> <b>Inspect and service if necessary.</b>	
<b>Exterior</b>		
<b>Patio furniture</b>	<b>Clean and store or cover with weatherproof material.</b>	

<b>Spring</b>		<b>Date Completed</b>
<b>Plumbing</b>		
Water heater	Flush out hot water to remove accumulated sediment.	
<b>Interior</b>		
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.	
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.	
Tiled areas	Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.	
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.	
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.	
<b>Electrical and appliances</b>		
Heating and cooling system	Clean and replace filters if necessary.	
Circuit breakers	Exercise. Turn off and on.	
Refrigerator	Clean coils and under refrigerator.	
<b>Exterior</b>		
Windows	Clean.	
<p>If you have any concerns about the exterior of your home, please call the HOA office at (719) 473-6194.</p>		