



# Home Owner's Maintenance Check List and Log

To bring you **healthy & safe** homes while helping you save **\$\$\$\$**

**Cook Inlet Housing Authority, Weatherization Program**

Please enjoy this guide and schedule to help you maintain your home. If you have any questions please don't hesitate to ask **Tami @ 793-3026**

**Maintenance Schedule**

Maintenance Items	As Needed	Each Month	Every 3 Months	Every 6 Months	Annual	Every 2 Years	Dates of Actual Service	Maintenance Tasks
Heating System: boilers and forced-air furnaces					X	X		Annual maintenance on modern, high-efficiency boilers is essential; furnaces every two years. Keep area around the heater clear at least 12 inches to reduce fire hazard.
Heating System: condensate conditioner; (for heaters rated at higher than 87% efficiency)					X			Open and clean condensate neutralizer container; refill with neutralizer rocks (about the size of gravel). Depending on the amount of heating required for the year, refilling may be more frequent than annually. Neutralizer rocks can be bought locally at plumbing and heating vendors or on-line. White marble landscaping chips are also used. This is very important to ensure a properly functioning system.
Heating System: furnace filter		X	X					If using inexpensive, flat filter type, replace every month; if using more expensive pleated filter type, replace every 3 to 4 months.
Heating System: exhaust vent pipes		X						Check vent pipe to ensure it has not been knocked out of position or become disconnected. Natural draft vents (typically galvanized metal) must be centered over the heater's vent outlet, be level, and secured in place. Natural draft vents must always slope up from the heater to the outdoors. Any deviation from the above requirements can be a carbon monoxide danger. Check monthly.
Heating System: combustion air		X						All <i>combustion</i> air openings through floors, ceilings, and walls (typically a hole through the exterior wall) are required to be fully open, without blockage, at all times. Blocking combustion air opening can be a carbon monoxide danger. Check monthly.
Water Heater: fuel-fired, tank type					X			Engage a licensed contractor to clean the burner and filter screen area; accumulated dust on the filter creates a carbon monoxide danger and can also cause the water heater to shut down. Make sure the exhaust vent pipe is seated correctly on top of the tank and centered over the tank flue pipe. Keep area around tank bottom clear a minimum of 12 inches to reduce chance of accidental fire.
Water Heater: all tank types						X		Ensure earthquake straps are located in the top 1/3 and bottom 1/3 of the tank; straps should be snug but not bending tank sides. The Temperature and Pressure relief valve must be properly sized, not dripping water and must have a discharge pipe extending to within 24 inches of the floor. If possible, change the tank's anode rod every two years; this will extend the life of the tank. Set tank temperature to "deliver" not more than 120 degree water at each plumbing outlet.

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Maintenance Items	Maintenance Schedule						Dates of Actual Service	Maintenance Tasks
	As Needed	Each Month	Every 3 Months	Every 6 Months	Annual	Every 2 Years		
Water Heater: instantaneous, fuel-fired or electric					X			Keep area around heater clear for servicing.
Exterior Weather hoods for Exhaust Fans					X			Check all exterior weather hoods to ensure the openings are clear and dampers swing freely.
Exterior Weather hood for Clothes Dryer		X						Check exterior weather hood often to ensure the opening is clear of all lint, the damper swings freely. Dryer hoods not permitted to have screens of any kind.
Clothes Dryer Duct				X				Disconnect the flex duct from the dryer and check that lint has not accumulated within the flex duct. All other ducting must be 26ga. hard duct, cannot be connected with screws, and all joints sealed with tape. When reconnecting flex duct, make sure it is as short and straight as possible. Code approved aluminum flex duct can only be used between the dryer and hard duct. Flex duct cannot penetrate into a wall, floor or ceiling. Vinyl duct is not an approved material.
Bathroom Exhaust Fan			X					Turn the fan off. Vacuum the grille. Pull the grille down a few inches (a flexible spring clip holds it snug to the ceiling). Extend a vacuum tool into the fan area and clean. Clean fans run quieter, are more energy efficient and have higher air flows.
Exhaust Fan Controller	X							Fan control switches are installed behind the cover plate. They automatically run the fan 30 minutes out of every hour to reduce mold and mildew problems. Controllers also have a delay off timer and should be set for between 10 and 15 minutes each use.
Kitchen Range Hood & Filter			X					Take filters off the hood, soak in dishwashing liquid, rinse, dry, and reinstall.
Range Top Burners & Oven	X							Make sure vent slots in the oven and on the top/back of the oven are always fully open. Blocked vents are a carbon monoxide danger.
Crawlspace Ground Vapor Retarder					X			Make sure vapor retarder covers the entire ground and turns up the foundation wall and footings at least 12 inches. All seams must be sealed with vapor retarder type tape.
Crawlspace Exhaust fan & Dehumidistat Controller					X			Cycle dehumidistat on and off to ensure the fan is operational. Set controller to 30% relative humidity before leaving crawlspace.
Crawlspace Wall Insulation						X		Inspect and make sure insulation is fastened in place, snug to the wall and side-by-side to each other, from footing to floor joists.
Crawlspace Rim Joist Insulation						X		Inspect and make sure insulation is in place.

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Exterior Door Thresholds	X			X				Turns screws to adjust up or down to make seal tight to door.
Door Knobs & Dead Bolts	X					X		Adjust door knobs and dead bolts to ensure door is held tight to weather-stripping.
House/garage Door Self-closing	X					X		Adjust this door to ensure it self-closes. An open door creates a carbon monoxide danger.
Smoke Detectors					X			Replace every 5 years. Modern detectors do not have replaceable batteries.
CO Detectors and Readings	X				X			Replace every 10 years. Check display daily; any display above 0 should be investigated.
Forced Air Return-side Grilles	X				X			Clean regularly. Dusty grilles reduce air flow and unbalances the air flow system.
Light Bulbs	X							Replace burnt out bulbs with LED bulbs for extreme long life and best energy savings.
Attic Insulation	X							Do not enter the attic unless necessary. If you do, smooth insulation over footstep paths.
Attic: Insulation Wrap on Exhaust Air Ducts	X							Exhaust air ducts in attic should have all joints sealed with metal tape then wrap duct tightly with R-19 fiberglass insulation, tie insulation in place with wide strips of plastic like garbage bags - never use tape or zip ties.
Attic Access Hatch	X							Cut caulk to open hatch. Always re-caulk air tight when attic work is complete.