



HOME MAINTENANCE CHECKLIST

GROUNDS

- Keep yard mowed under 12 inches
- Remove trash and debris from around the home
- Eliminate any standing water around the property
- Trim trees and shrubs away from exterior walls, windows, and roof
- Trim trees and shrubs to a 14-foot clearance over streets and a 8-foot clearance over sidewalks
- Remove dead or diseased plants, shrubs, and trees
- Street address numbers should be a minimum of three inches high and visible from the street, as well as from the alley, if applicable
- Do not store wood next to the foundation
- Clean decks, walkways and outdoor furniture annually
- Check exterior perimeter for cracks to slab foundation, corners of home
- Check that water drains away from foundation

EXTERIOR OF HOME

- Pressure wash exterior of home, as needed
- Wash windows and repair screens, as needed
- Repair as needed, repainting any exposed wood and peeling paint
- Repair/replace deteriorated, loose, and missing siding, trim, materials around the exterior walls
- Check chimney for loose, deteriorated, and exposed wood
- Examine exterior and repair any holes to close access to insects and rodents (Hint: Mice can enter through a hole the size of a dime)

ROOF AND GUTTERS

- Clean debris out of gutters and downspouts (Hint: Use a plastic spatula)
- Check the slope on the gutters to ensure water drains properly
- Check for loose gutters
- Seal leaking gutter seams
- Remove tree debris from roof
- Check for loose, missing, or damaged shingles
- Check roof from attic side during hard rain for leaks

INTERIOR OF HOME

- Check that stairs and handrails are secure
- Inspect walls and ceilings for unusual cracks or stains
- Check floor coverings
- Install smoke detectors on all floors & inside each bedroom
- Install carbon monoxide detectors
- Check clothes dryer vent pipe and clean as necessary
- Vacuum refrigerator and freezer coils, first turning the power off

WINDOWS AND DOORS

- Make sure all doors and windows will open, lock and latch
- Operate garage doors and test the auto reverse on the garage door
- Check caulk and weather stripping around windows and doors, replacing as needed
- Repair or replace broken glass
- Check screens for damage
- Clean windows

HEATING & COOLING

- Change filters monthly
- Have professionally serviced once a year
- Trim vegetation away from outside compressor unit (exterior unit)
- Change thermostat and fans settings in the spring and winter

PLUMBING

- Check exterior hose faucets
- Check for anti-siphon valve on hose faucet
- Locate and inspect main water shutoff valve
- Check for leaking at all fixtures and underneath sinks
- Check for adequate water flow at all fixtures
- Keep water heater temperature below 120 degrees
- Check flue pipe on gas water heater for correct alignment
- Check for leaks at water heater
- Drain sediment from water heater annually
- Water heater should be elevated if in a garage

ELECTRICAL

- Make sure main panel is readily accessible
- Label all breakers at main and sub panels
- Check all lights and fans
- Replace missing or broken electrical outlet covers
- Check all ground fault outlets or breakers in the kitchen, baths, garage, and exterior. Ground fault outlets can be installed using a licensed electrician
- Consult with a licensed electrician for repairs and upgrades to your electrical system, especially in older homes
- Schedule an energy assessment to reduce electrical costs

ACCESSORY STRUCTURES: FENCES, SHEDS, RETAINING WALLS, PORCHES AND DECKS

- Inspect that structures are structurally sound
- Repair as needed, repainting any exposed wood or peeling paint
- Maintain fences and gates in good condition
- Check for loose or deteriorated flooring, railing, and stairs around decks and porches
- Check with Building Inspections for needed permits, before construction of new structures

IRRIGATION

- Test irrigation system for damaged or broken components (pipes, sprinkler heads, rain/freeze sensor, etc.)
- Adjust watering times and amount to prevent excessive water runoff
- Winterize outdoor faucets and sprinkler systems before the first freeze

SAFETY

- Inspect fire extinguisher(s) annually
- Test and change batteries on smoke and carbon monoxide detectors
- Schedule a free Home Safety Inspection with the Town of Flower Mound Police Department at 972-874-3357 (Hint: May result in up to a 20% discount on homeowner's insurance)

Before starting work on a project at your home, contact Building Inspections at 972-874-6355 to learn if a permit is needed. Depending on the complexity of the work, a permit may need to be submitted to make a final determination as to if a permit is required and if the work is allowed. Common projects requiring a permit include: fence repair or replacement, decks, water heater replacement, HVAC replacement, patio covers, re-roofs, and foundation repair. A more comprehensive list and other helpful information can be found on the Building Inspections website at <http://www.flower-mound.com/119/Building-Inspections>.

Before erecting any accessory building, even those that do not require a permit, review the Accessory Buildings Information packet, located under the Building Inspections website, to learn about setback and other requirements.