



HOMEOWNER MAINTENANCE LIST AND SCHEDULE

2540 King Arthur Boulevard, Suite 222
 Lewisville, TX 75056
 (972)410-5701
www.amlegendhomes.com

Flooring	Maintenance Schedule
✓ Check for normal settling cracks in tile and grout	Annual
Windows and Exterior Doors	
✓ Check all doors and windows for proper operation. (Do not use WD-40)	Semi - Annual
✓ Check window weep holes for obstructions	Annual
✓ Check weather strip on doors	Annual
Countertops	
✓ Avoid hot pans on tops, allowing water to stand or cutting on countertops	Daily
✓ Check caulking of tops to walls and around sink	Annual
✓ Granite counter tops – reseal	Annual
Appliances	
✓ Check with the manufacturer for maintenance requirements	
Landscaping	
✓ Check that landscaping is not too close to foundation in height	Always
✓ Give trees more water than sprinklers provide. Especially in summer months.	Weekly
✓ Check sprinkler operation and adjustment	Monthly
✓ Check shrub and tree bubblers for proper operation	Monthly
✓ Check that timer is set properly for time of year	Monthly
✓ Check pressure vacuum breaker for leaks	Semi - Annual
✓ Check valve box for leaks, corrosion of solenoids	Semi - Annual
✓ Change batteries in timer	Annual
HVAC	
✓ Check and replace air filters <u>Size: _____</u>	Monthly
✓ Check drain pan on air conditioner	Monthly
✓ Ensure that secondary drain line is exposed and dry	Monthly
✓ Pour 1 cup of liquid bleach down primary drain line	Quarterly
✓ Clean bathroom and laundry room fan covers	Semi - Annual
Plumbing	
✓ Caulking of all tubs, showers, sinks, toilets – as necessary	As Necessary
✓ Drain water heater	As per manufacturer
✓ Run water in seldom used bathrooms and sinks	Monthly
✓ Check fixtures aerators for debris and clean to prevent mineral build up	Semi - Annual
✓ Inspect sink drains and traps for leaks	Semi - Annual
Garage Door	
✓ Silicone wheels and hinges (Do not use WD-40)	As necessary

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Electrical

- ✓ Test and retest GFCI protected outlets (kitchen, bathroom, garage) Monthly
- ✓ Test operation of smoke alarms Monthly

Drainage

- ✓ Ensure drainage swales are not blocked Semi - Annual
- ✓ If flatwork added ensure they do not obstruct drainage As Necessary
- ✓ Clean debris from ADS drain collection boxes Annual

Foundation

- ✓ Check for excess moisture at foundation Monthly
- ✓ Check foundation for flaking and peeling Annual
- ✓ Check foundation for cracks in excess of 1/8" Annual

Doors and Trim

- ✓ Apply silicone to hinges to avoid creaking Quarterly or as needed
- ✓ Entry wood front doors – refinish Semi – annual or as needed
- ✓ Threshold – recaulk/seal Semi – annual or as needed
- ✓ Exterior trim and casings Annual or as needed

Rain Gutters

- ✓ Keep clear of debris Semi annual or as needed

Extended Lifetime Warranty

Moen

- ✓ Lifetime warranty on finish of faucets
- ✓ www.moen.com
- ✓ 1-800-289-6636

Lennox

- ✓ *If registered within 90 days, you get an additional 5 year warranty on parts and condenser*
- ✓ www.lennoxwarranty.com
- ✓ 1-800-9-Lennox

Schlage

- ✓ Lifetime warranty on finish of door handles
- ✓ www.schlage.com
- ✓ 1-877-852-9449

Whirlpool

- ✓ 1-800-442-1111