

# HOMEOWNER'S MAINTENANCE - INTERIOR

Item	Quarterly	Annually	As Needed	Date	Date	Date	Date	Date
<u>Important:</u> Replace furnace filter. Clean filter on mini-split air source heat pump. Check your owner's manual for instructions.		X						
<u>Important:</u> Clean filter on mini-split air source heat pump. Check your owner's manual for instructions.	X							
<u>Important:</u> Clean Heat Recovery Ventilator filter and core.		X						
Inspect and clean bath and laundry fans or heat recovery system filters		X						
Clean kitchen stove exhaust filters.	X							
Test & Reset all GFI outlets.		X						
Clean refrigerator condenser coils.		X						
Test and clean smoke alarms and change batteries.		X						
Check for leaks under dishwasher, refrigerator, sinks and washing machine hoses.	X							
Clean dryer vent.		X						
Inspect plumbing shutoff valves, repair or replace as necessary.		X						
Inspect & clean faucet aerators, shower heads, sink drains & overflows.		X						
Check main electrical panel for moisture, rust and general operation of circuit breakers. Keep 3 feet clearance in front of panel for emergency access.		X						