

LENNAR®

# Home Maintenance Checklist



Regular care and maintenance of your Lennar® home not only increases the longevity of your property but helps prevent costly repairs and prolongs its value. The following maintenance schedule should not replace the manufacturer's recommendations, and any products used for the cleaning and supportive functionality of your home's systems and features should be approved by the manufacturer. We strongly suggest you use licensed contractors for any tasks that require the technical knowledge and/or physical ability to perform without injury to yourself or damage to the home.

## On a Monthly Basis

- Inspect, clean, or replace HVAC filters, typically located in the return air duct. If you have an energy recovery system (or air exchange system), clean or replace those filters as well.
- Inspect, clean, or replace kitchen vent hood filter. If filter has grease buildup, warping, corrosion, holes, or other visible damage, it is time to replace it.
- Inspect and clean kitchen vent hood exhaust fan housing.
- Flush all toilets and run water through every sink, shower, and tub faucet, especially in those bathrooms that are not used on a regular basis, for 60 seconds to prevent grime buildup or water evaporation.
- Clean and sharpen your garbage disposal by running a tray of ice cubes and an approved cleaning product (not Drano) through the disposal, then flush with hot water.
- Clean clothes dryer's lint screen after each use.
- Review cabinet manufacturer recommendations for the appropriate products to maintain your cabinets.
- Test and clean smoke and carbon monoxide detectors or alarms.
- Check fire extinguishers to make sure they are fully charged and show no signs of damage.

- Vacuum window tracks to remove dust and debris.
- If you have large trees, shrubs, or other plants close to your home, keep the growth trimmed back to avoid branches damaging the exterior of your home, interfering with vents, or providing a way for pests to enter your home.
- Check lighting and replace burned-out bulbs.

## On a Quarterly Basis

- Check exterior drainage conditions to ensure water drains away from your foundation and nothing causes standing water for more than 24 hours. Ensure drainage does not result in damage to adjacent properties.
- Clean concrete and asphalt surfaces (e.g., driveway, garage floor, and outdoor footpaths) of oil and grease. Make sure there is no ponding of water against concrete foundation or flatwork.
- If you have a basement, check it for excess moisture.
- Check ground fault circuit interrupters (GFCI) for proper operations. Press the red "Reset" button and plug in a lamp for testing; the lamp should be on for the next step. Press the "Test" button; the lamp should turn off. Finish testing by pressing the "Reset" button again; the lamp should turn on. If the lamp does not turn off after you press the "Test" button, contact your Customer Care Department for service or information.
- Inspect the HVAC condensate drain line for free-flowing action while the AC is running, and clean if necessary.
- Inspect, lubricate, and clean all exterior vents. Make sure air flows freely for vents that have operation dampers to prevent the backflow of outside air and keep small animals from entering your home.
- Inspect the attic for leaks, holes, congested roof vents, and signs of vermin. Level out insulation if needed.
- Clear roof vents of bird nests and other debris. Call a professional to clear vents of stinging insect hives.
- Inspect and clean all door, window, and siding weep holes for water drainage.
- Check window tracks, sills, and baseboards for signs of leaks or mildew.



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- Inspect washing machine hoses for wear, cracks, and leaks. Check the hose connections and tighten if necessary.
- Inspect water heater for leaks.
- Schedule professional pest control services to spray your home as needed. The frequency of this will depend on where you live and seasonal fluctuations.

## On a Seasonal Basis

### SPRING

- Inspect and service your air conditioning system.
- If you have an air handling unit (AHU) equipped with a float switch or overflow pan, make sure these are clear of obstructions and functioning properly.
- Check outdoor AC condenser unit for obstructions and debris. Trim back bushes, weeds, and grass to prevent infiltration. Refer to manufacturer recommendations for additional maintenance steps.
- Clean interior exhaust fans.
- Inspect roof for broken or missing shingles, tiles, or shakes.
- Repair gaps in roof flashing and soffits.
- Clean roof valleys and crickets to divert water off the roof.
- Clean and repair gutters. Make sure gutters are free of material that could prevent the flow of water, and make certain there are splash deflectors at the base of the downspouts to deflect water away from your home.
- Clean windows and window screens. Repair or replace screens as needed.
- Lubricate window tracks, latches, and rollers with 100% silicone spray.
- If you have sliding glass doors, clean doors and sliding screens. Repair or replace screens as needed. Inspect sweep or gasket for wear and tear and replace if necessary. Vacuum and lubricate door tracks, and then adjust rollers as needed.
- Inspect your garage door(s), rails, and lock system. Consult a professional when adjusting the tension, then clear the tracks of debris, tighten nuts and bolts, and lubricate hinges and hardware with white lithium spray or grease, as necessary. Consider changing your garage door opener code as a security precaution and test the auto-reverse safety features of the door(s).
- Turn on water supply to hose bibbs and exterior faucets. Check for leaks.
- Inspect and adjust sprinkler system. Set timers according to the season to ensure just enough water is utilized per station. Refer to local water use restrictions for your community and surrounding area to make sure you comply.

- If you have a crawl space, check the space to make sure there is no standing water. Ensure all insulation is intact and all HVAC supply lines are secure.
- If you have a basement with a sump pump, check the pump to make sure it is operating properly. Clean the pump screen and remove any soil buildup from the well.
- Inspect and repair the following caulked areas, as necessary:
  - Kitchen and bath wet areas (i.e., sinks, dishwasher, commodes, showers, etc.)
  - Countertops, backsplashes, laminate seals, and walls
  - Window and door seals
  - Building penetrations (i.e., hoses, faucets, ductwork vents, fireplace and chimney vents)
  - Vinyl, aluminum, or wood siding
  - Stucco or mortar cracks
  - Drywall cracks from interior settling or shrinkage

\*Do NOT caulk the undersides of window trim, door trim, or siding. These gaps are designed to prevent moisture from getting trapped within the home structure.

- Adjust thresholds and door sweeps, then check weather stripping around doors and windows.
- Replace smoke and carbon monoxide alarm batteries.

### SUMMER

- Switch the rotation of all ceiling fans to counterclockwise to reduce energy use. The direction switch is typically located on the motor housing.
- Vacuum refrigerator and freezer coils.
- Inspect shower doors for leaks and replace the sweep(s) if necessary.
- Lubricate hinges and locks on all interior and exterior doors with 100% silicone spray.

### FALL

- Inspect and service your heating system.
- Clean interior exhaust fans.
- Vacuum and clean out forced air registers and ductwork.
- Inspect roof for broken or missing shingles, tiles, or shakes.
- Repair gaps in roof flashing and soffits.
- Clean roof valleys and crickets to divert water off the roof.
- Clean and repair gutters. Make sure gutters are free of material that could prevent the flow of water, and make certain there are splash deflectors at the base of the downspouts to deflect water away from your home.



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- Clean windows and window screens. Repair or replace screens as needed.
- Lubricate window tracks, latches, and rollers with 100% silicone spray.
- If you have sliding glass doors, clean doors and sliding screens. Repair or replace screens as needed. Inspect sweep or gasket for wear and tear and replace if necessary. Vacuum and lubricate door tracks, and then adjust rollers as needed.
- Inspect your garage door(s), rails, and lock system. Consult a professional when adjusting the tension, then clear the tracks of debris, tighten nuts and bolts, and lubricate hinges and hardware with white lithium spray or grease, as necessary. Consider changing your garage door opener code as a security precaution and test the auto-reverse safety features of the door(s).
- Inspect and adjust sprinkler system. Set timers according to the season to ensure just enough water is utilized per station. Refer to local water use restrictions for your community and surrounding area to make sure you comply. Blow out and drain all sprinkler lines and vacuum breakers before freezing conditions settle in.
- If you have a crawl space, check the space to make sure there is no standing water. Ensure all insulation is intact and all HVAC supply lines are secure.
- If you have a basement with a sump pump, check the pump to make sure it is operating properly. Clean the pump screen and remove any soil buildup from the well.
- Inspect and repair the following caulked areas, as necessary:
  - Kitchen and bath wet areas (i.e., sinks, dishwasher, commodes, showers, etc.)
  - Countertops, backsplashes, laminate seals, and walls
  - Window and door seals
  - Building penetrations (i.e., hoses, faucets, ductwork vents, fireplace and chimney vents)
  - Vinyl, aluminum, or wood siding
  - Stucco or mortar cracks
  - Drywall cracks from interior settling or shrinkage

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- Adjust thresholds and door sweeps, then check weather stripping around doors and windows.
- Replace smoke and carbon monoxide alarm batteries.

## WINTER

- Switch the rotation of all ceiling fans to clockwise to reduce energy use. The direction switch is typically located on the motor housing.
- Disconnect hoses from exterior hose bibbs before temperatures drop below freezing; anti-frost hose bibbs will not prevent frozen or burst pipes if hoses are left attached.
- Turn off water supply to hose bibbs and exterior faucets, and then drain the lines to prevent freezing.
- Leave indoor faucets dripping during times of extreme cold to prevent pipes from freezing. In addition, open the kitchen and bathroom cabinet doors to circulate warm air around the plumbing.
- Remove snow and ice dams from roof to prevent leaking.
- Vacuum refrigerator and freezer coils.
- Inspect shower doors for leaks and replace the sweep(s) if necessary.

## On an Annual Basis

- Drain and refill your water heater. It may be necessary to do this more frequently if you live in an area with extremely hard water.
- Inspect and test your water heater safety valve, also known as the temperature and pressure release valve. The valve is typically located on or near the top of the water heater.
- Verify main water shutoff valve is accessible and functioning properly.
- Clean faucet aerators.
- Inspect plumbing for leaks.
- Check and clean the clothes dryer's entire exhaust vent system.
- Consider changing the access codes for your door locks and/or other security devices and systems.
- Service your lawn mower, blower, edger, trimmers, and other yard equipment.
- Wash home exterior to remove mildew and stains. If home siding is stucco, avoid pressure washing for risk of damage.
- If you have a wood fence, inspect the posts, rails, and boards for signs of deterioration, mildew, or pest damage. Clean with a power washer and apply a stain or sealant to prevent decay. Tighten any loose boards and remove earthly debris from around the fence base.



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- Apply water seal treatment to all exposed treated wood.
  - Inspect exterior door finishes for peeling and cracking. Touch up as needed and polish tarnished hardware.
  - Inspect outside deck and replace any warped or damaged boards, rails, and pickets. Check and tighten all deck bolts.
  - Inspect or reseal all patio, deck, and/or balcony surfaces.
  - Inspect and clean the chimney flue; fire safety dictates checking the system after each cord of wood is burned. Clear the vent of debris and other obstructions, check for loose or missing mortar, and clean the fireplace glass.
  - Test the operation of your gas fireplace.
  - Touch up all painted surfaces as needed.
- Clean and seal grout and natural stone products to prevent moisture infiltration or staining of shower surrounds, countertops, and flooring.
  - Inspect pull-down stair unit and tighten nuts and bolts, as necessary.
  - Tighten and adjust cabinetry drawers and hinges, as necessary, to ensure proper alignment.
  - Schedule a professional termite treatment company to inspect and maintain treatment, if necessary.
  - Get your fire extinguisher(s) inspected and certified by a fire protection equipment company.
  - Check and replace batteries in thermostat(s), front door locks, and garage door openers.
  - If your home has a septic system, get it inspected.