

PROFESSIONAL HOME INSPECTIONS

RADON & MOLD TESTING

AZTEC HOME SERVICES LLC

540-830-0259

Mike@aztechomeinsp.com

www.aztechomeinsp.com



A well maintained home is a happy home. They inspect better, sell better and present better.

AZTECHOME SERVICES HOME MAINTENANCE MANUAL

Keep this manual in a quick and easy access location. Maintaining your home will increase its value and save you thousands on repair costs.

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WELCOME TO YOUR NEW HOME

Why should you perform regular checkups and maintenance on your home?

One the largest investments many of us make is the purchase of a home. Whether that home is new or used, it will need regular maintenance to maintain its value and to ensure you do not get hit with a large home repair bill.

Making small repairs can normally be completed by most home owners, but if you are unaware of small maintenance needs (home checkups are not done), that small need can become a huge need very quickly and what was a \$10.00 repair is now a thousand dollar repair.

You should complete home checkups to save money and maintain your home's value.

How can you perform home checkups and when?

Many of the tasks in this manual can be completed by the lay person; no special skills or tools are required. This maintenance manual tells you when each task should be completed and gives some tips on completing those tasks.

Why should you keep home maintenance records?

One owner homes are really a thing of the past. With the average home turnover being around five years, chances are you will sell your home. When that time comes, the maintenance records could help sell your home faster and at a higher price.

Why should you have a professional home inspection at least every two years?

Completing the maintenance tasks in this manual is the first step to maintaining and protecting your investment. Following that up with a professional home inspection provides validated proof of proper maintenance and adds to your maintenance records a written report on the current condition of your home.

I know you have heard the saying, "Only You Can Prevent Forest Fires".

Here is another one.

"Only You Can Protect Your Home From Unnecessary Repairs"

HOME MAINTENANCE BY THE SEASON

Only you can protect your home from unwanted high cost repairs. The best way to do this is a solid maintenance plan and vigilance in following that plan. I have put the plan together, and I will send you friendly reminders every month. But you must be willing to follow through with the work. This plan will assist you in maintaining not only your home but your maintenance budget too.

No maintenance tasks listed here should replace the manufacturer's recommendations. If you do not have manuals for your home appliances they can usually be found online using the name of the manufacturer and the serial number. Always use licensed and insured home repair contractors, and request a copy of their license and insurance information. Going cheap gets you cheap. Get three estimates for every job until you build a relationship with a contractor.

SAFETY FIRST – NEVER PERFORM HOME MAINTENANCE TASKS THAT YOU DO NOT FEEL COMFORTABLE WITH, ESPECIALLY ELECTRICAL WORK.



Home Maintenance Tasks Fall Season

- Get on schedule with your favorite heating and air conditioning company, and have your system serviced before you turn on your heat.
- Check windows and doors on the exterior for peeling paint and cracked caulked. Vinyl windows have weep holes at the bottom so make sure the weep holes are clear of debris.
- Inspect brick mortar and other hard surfaces for cracks. Seal these cracks and point up mortar to prevent moisture intrusion.
- Check the roof for loose or missing shingles, loose or exposed nails, and check flashing for cracks and openings. Repair as needed using roofing tar and replacement shingles. Check the plumbing roof vent boots for cracks and openings. Replace the boot if needed. Hiring a roofing contractor may be a wise decision for this task.
- If you have large trees or shrubs close to the home, make sure they are trimmed back at least one foot to avoid branches damaging the exterior of the home or roofing.
- Check and clear gutters and downspouts of leaves and debris. If you have trees around your home consider installing gutter guards. Check the gutter and downspout mounting devices for security and make needed repairs.
- Remove garden hoses or other attachments from the hose bib and store for the winter.
- Check the batteries in your smoke detectors and CO (Carbon Monoxide) detectors, if installed. A beep every thirty seconds from a smoke detector is a warning that the battery needs replaced.
- Check all the exterior vents for your appliances and exhaust fans; the combustion vent intake (gas heating only), the dryer vent, range hood and bathroom exhaust vents. Make sure they are all clear, functional and the screens are clean.

Interior Maintenance Tasks

Smoke Detectors, Fire Extinguishers and Carbon Monoxide Detectors

There should be a smoke detector in every bedroom and every floor of your home including unfinished basements. Smoke detectors should be tested monthly, and the batteries should be replaced every year.

Your family relies on these devices for early warning if a house fire should occur.

CHECK AND REPLACE SMOKE DETECTOR BATTERIES REGULARLY

If your home has a gas or oil heating system or a gas fireplace you should install carbon monoxide detectors and maintain them just like smoke detectors.

Door and Cabinet Hinges

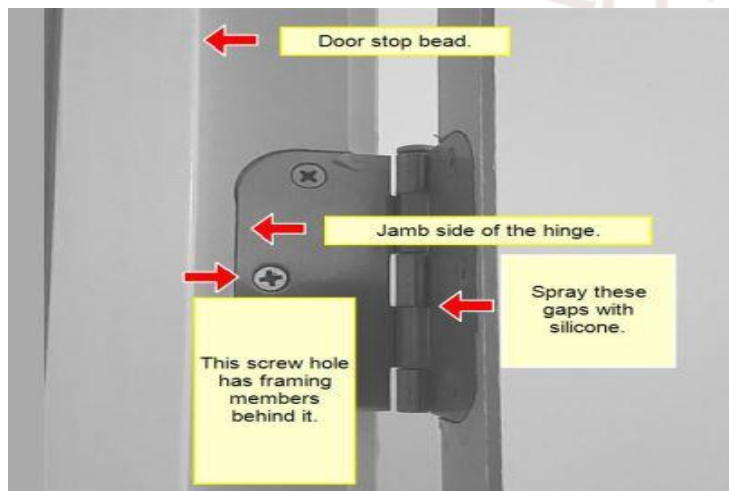
Maintenance of door and cabinet hinges can be accomplished with the use of normal hand tools such as a screwdriver. Door and cabinet hinge screws become loose over time. This can lead to poor alignment and improper operation which can lead to more expensive repairs and the loss of heated and cooled air around exterior doors. Checking the mounting hardware (screws) for tightness and security every month or two is recommended.

Door hinges over time begin to squeak and create a black dust. Treating the hinge pins and pivot points semi-annually with graphite or spray silicone provides lubrication at the pivot point and increases the life of the hinge.

Interior and Exterior Door Hinge Adjustment

Interior doors are solid wood or hollow core doors, also referred to as Masonite doors. They have a one inch wooden frame around their perimeter. Doors absorb and release moisture as the seasons change and we switch from heating to air conditioning or vice versa. When this happens doors may warp, swell or shrink. A door that rubs in the winter may not rub in the summer. Sometimes finding that sweet spot where the door never rubs is a trial and error situation. Leaving the door to rub can cause damage to the door, door frame and hinges. Placing a small piece of cardboard under the hinge can alleviate the rubbing issue.

If the door rubs at the top (not side edge) place the cardboard behind the top hinge. If the rub is the top side edge place the cardboard behind the top hinge but only under half the hinge towards the jamb side.



If the door rubs on the entire latch edge place cardboard under the jamb side of each hinge. If the door rubs the side edge at the bottom follow the process for the top hinge but place the cardboard under the bottom hinge.