

# Ultimate Home Maintenance Checklist

YOUR ONE-STOP CHECKLIST FOR A SAFE AND EFFICIENT HOME



**Gallagher**

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# Seasonal Maintenance Tips

## SPRING — REFRESH AND REPAIR

- Inspect the roof and gutters for winter damage and clear debris
- Clear flower beds
- Clean outdoor furniture and prepare lawn equipment
- Service HVAC system (professional cleaning/tune-up before summer)
- Deep clean house and exhaust fans
- Test sump pump and check valve

### Tip

To test the sump pump, pour water into the pit, and the pump should turn on and drain it. Listen for a click from the valve, which confirms the valve has properly closed.

## SUMMER — MAINTAIN AND PROTECT

- Inspect and reseal decks, patios, driveways and fences
- Check for plumbing leaks in outdoor faucets or irrigation lines
- Declutter the garage and improve its functionality
- Deep clean the dishwasher to avoid food buildup and mold
- Test smoke and carbon monoxide detectors
- Check the attic's insulation and ventilation for blocked vents, moisture buildup or inadequate insulation
- Look for signs of pests (ants, termites and wasps)

### Tip

If you find termite damage on walls and siding or find an active wasp nest, safely target wasp nests with sprays or dust after dark. You can also try remedies like boric or orange oil for termites for minor issues and seal all entry points. If you have ants or rodent problems, try to remove their food sources. For any major or recurring issues, call a pest control professional for long-term fixes.

# Seasonal Maintenance Tips Cont'd

## FALL — PREPARE FOR THE COLD

- Schedule a service appointment for your furnace or heating system
- Have the chimney flue cleaned and inspected for cracks
- Install weatherstripping and seal gaps around doors/windows
- Restock emergency supplies (flashlights, blankets and batteries)
- Drain all outdoor hoses, faucets and the sprinkler system
- Bring outdoor furniture inside or cover it
- Trim trees and clean leaves and debris from the lawn
- Fertilize the lawn and winterize garden tools
- Clean gutters and downspouts before it starts raining or snowing

### Tip

Use a gutter scoop to remove large debris, then flush the gutters and downspouts with a garden hose to ensure water flows freely.

## WINTER — PROTECT AND CONSERVE

- Remove snow and ice from walkways and driveways
- Insulate exposed pipes to prevent freezing
- Keep heating devices and vents clear and monitor thermostat efficiency
- Use a humidifier to restore moisture to the drier winter air
- Check the roof and attic for leaks or ice dams

### Tip

Prevent ice dams by properly insulating your attic. Make sure the warm air does not escape through the roof. If there is snow buildup, use a roof rake to clear it before it melts and refreezes. For added protection, install electric heat cables along the eaves or apply ice and water shield membranes under the shingles — these help channel melting water safely off the roof and reduce the risk of leaks.

- Check for faulty electrical wiring
- Test smoke and carbon monoxide detectors

### Tip

If you see flickering lights, warm/discolored outlets, loose switches or you smell something burning, quickly turn off the breaker. However, it is wiser to call a licensed electrician for a thorough checkup.



## Monthly, Quarterly and Annual Maintenance

### EVERY MONTH

- Check for dirty HVAC filters and replace
- Test smoke and carbon monoxide detectors
- Clean kitchen sink disposal
- Check the water filter by inspecting the cartridge for discoloration, debris buildup or slimy residue, and change it if required
- Flush any unused toilets and run water in any unused sinks
- Inspect the fire extinguisher pressure by checking the gauge needle

#### Tip

If the needle is in the green zone, it means the fire extinguisher has adequate pressure. However, if the needle falls into the red area, get the extinguisher replaced or recharged. If you have a disposable (non-rechargeable) extinguisher, they typically have a lifespan of 10-12 years from the manufacturing date.

### EVERY THREE MONTHS

- Check theft alarms, sensors and security system wiring
- Check all outlets (including GFCI outlets) and switches for heat, buzzing, loose plugs or physical damage
- Check for leaks under sinks and around toilets
- Inspect caulking around tubs, showers and sinks

# Monthly, Quarterly and Annual Maintenance Cont'd

## EVERY YEAR

- Thoroughly inspect your roof, gutters and downspouts for damage
- Trim trees and shrubs away from the house
- Check exterior paint and wood siding for damage
- Inspect fencing, gates and deck for rot or damage
- Clean and seal the driveway
- Check the attic and basement for leaks or pests
- Inspect your house's foundation and exterior for cracks
- Hire a chimney sweep to inspect for cracks and clean the chimney flue
- Inspect faucets, toilets and showerheads for leaks
- Deep clean kitchen appliances
- Inspect the water softener (if installed); check for salt levels, signs of hard water and proper system function
- Test water pressure

### Tip

Make sure no water sources are running and attach a pressure gauge to an outdoor faucet, then turn on the outdoor faucet to check the pressure (the ideal range is 40-60 PSI).

Flush water heater

### Tip

Turn on the water, open the drain valve with the hose to clear sediment and let the water run until it is clear of sediment. Draining the tank annually helps extend the life of the water heater and maintain its efficiency.

# Appliances and Fixtures (Every Three Months)

## KITCHEN

Clean refrigerator coils

Check garbage disposal and plumbing connections

Inspect the oven, stove and dishwasher to ensure they are running properly. Clean spills in the oven after each use and deep clean every three months

### Tip

If an appliance fails, check the warranty and contact the brand for service. You can even consult a local technician, as repairs may be less expensive than replacement.

## LAUNDRY

Clean lint from the dryer vent hose and exterior exhaust hood for efficient drying; it will also prevent any fire risks

Inspect washer hoses for connectivity to prevent any leaks

## BATHROOMS

Check faucets, showerheads and toilets for leaks

Inspect caulking and grout to ensure the seal is intact and prevent leaks

Clean exhaust fans to prevent dust buildup and keep them working efficiently

# Safety and Emergency Preparedness

Check fire extinguishers every month

Review emergency escape routes annually

Keep the first-aid kit stocked

Inspect storm doors and windows annually



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