

Property Inspection & Maintenance

Exterior:

- Inspect for leaks
- Damaged, loose or missing shingles
- Leaking, or damaged gutters/downspouts
- Deteriorating bricks and mortar on walls
- Trim shrubbery away from walls
- Glazing putty around window panes
- Remove debris from around AC unit
- Protect window air conditioner with cover
- Septic tank maintenance;
- Driveways, walkways, patios (for cracks or deterioration), resurface or repair if necessary
- Flashing around roofs, stacks, vents, skylights, chimneys (for leaks and deteriorating mortar)
- Chimneys (for obstructions such as nests)
- Vents, louvers
- Flaking or damage on painted surfaces
- Damage, warping, or rot on siding
- Caulking/weather stripping around doors and windows
- Patch or replace window and door screens
- Inspect window air conditioner, clean filter
- Drain and store outdoor hoses
- Clean patio furniture

Interior:

- Check for external leaks
- Insulation inspection
- Inspect sump pump and line for operation
- Service heating system and heat pump
- Clean and service humidifier
- Label each circuit in electrical panel
- Replace or clean furnace filters
- Check for plumbing leaks
- Check ventilation fans
- Inspect main emergency shut-off switch, water, gas, electricity
- Look for dampness and leakage after wet weather
- Leakage and water heater, drain to remove any sediment
- Location of main electrical disconnects or breaker
- Inspect for animal damage and repair/block entrances

Other Items to Inspect:

- Check and clean or replace air filters
- Clean fan blades of any dirt buildup (disconnect the electricity first)
- Water heater; lubricate circulating pump
- Clean range hood filters
- Grout on ceramic tile
- Clean refrigerator coils on unit
- Examine forced air furnace fan belt for wear, looseness or noise
- Heat pump filters
- Leaks around all toilet, under sinks, around dishwasher
- Check Faucets for leaks; replace washers if necessary
- Check for safety hazards, loose handrail/lifting/buckling carpet, etc.



Appliance Inspection & Maintenance

Oven and Range

- Oven door gaskets for cracks
- Check kitchen vent for operation
- Test all oven and burners
- Inspect flames – color should be blue with a tinge of yellow
- Latch function on self-cleaning models operable
- Inspect gas flex line behind stove, make sure line is not crimped
- Test gas shutoff valve ensure proper operation

Average life expectancy—15 to 20 years

Refrigerator and Freezer

- Torn or damaged door gaskets
- Ice cube maker in refrigerator
- Ice/water dispensers in refrigerator
- Ice buildup around the icemaker mechanism indicates a defective solenoid
- Place thermometers in the freezer and refrigerator for temperature checks (0 to 10 F freezers, 35 to 40 F refrigerators)

Average life expectancy—15 years

Dishwasher

- Run through full cycle
- Verify that soap dispenser door opens
- Make sure all cycles work
- Door and tub should have no rust
- Check spray wands during operation
- Inspect under unit for leaks – Remove kick plate and shine a flashlight in the opening

Average life expectancy—7 to 10 years

Garbage Disposal

- Operate garbage disposal
- Inspect grinding teeth with flashlight DO NOT use fingers
- Make sure discharge is above the waste line and not acting as a trap

Microwave

- Test microwave by placing a glass of water in unit and heating for a minute
- Clean and make sure no rust is visible



Trash Compactor

- Place some tape across the container opening then run compactor through a cycle

Washing Machine

- Run the washing machine through a complete short cycle to verify proper timer function
- Proper operations of water fill selector Also check proper operation of water mixing valve (hot and cold)
- Look for leaks

Average life expectancy—5 to 10 years

Dryer

- Inspect gas flex line behind dryer making sure line is not crimped
- Test gas shutoff valve making sure valve works properly
- Timer and heating capabilities—run dryer for 10 to 15 minutes to check.
- Note unusual noises Dryer vent to the outside no obstructions

Average life expectancy—10 to 12 years

Central Vacuum System

- Check all outlets for sufficient suction Check filter and motor operation
- Clean/replace filter

Burglar Alarm

- Demonstrate operation of the system Check all entry sensors

