

Homeowners Maintenance Schedule for Preventing Water Damage

Item to be checked	What to Look for	Monthly	Every 3 Months	Every 6 Months
Exterior				
Roof	Visually check shingles from the ground. Look for missing shingles or broken pieces			X
Gutters and Downspouts	Check and remove any debris to assure unobstructed water flow away from foundation			X
Veneer or Siding	For brick, check for deteriorating bricks and masonry. For siding, look for warping or rot. Check all painted surfaces			X
Windows and Doors	Check caulking around doors and windows, glazing and window panes			X
Asphalt Driveways	Check for cracks or deterioration. Reseal if necessary			X
Heating and Cooling	Make sure outside unit is unobstructed. Clean unit with garden hose. Check Heating in the Fall and A/C each spring		X	

Item to be checked	What to Look for	Monthly	Every 3 Months	Every 6 Months
Interior				
Attic	Check for signs of any leaks		X	
Bathroom	Check for any signs of leaks around toilets, showers and under sinks. Check grout on any ceramic tile. Vinyl tiles usually discolor if water is getting underneath.	X		
Kitchen	Check for leaks under sink and around dishwasher. Check grout on any ceramic tile. Vinyl tiles usually are discolored if water is getting underneath.	X		
Water Heater	Check signs for leaks.	X		
Water Heater	Drain heater to remove any sediment.		X (in areas with hard water)	X
Basement or Crawl Spaces	Check for cracks or any sign of dampness or leaks.			X