

# ProMaster Home Inspection and Maintenance Checklist

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Craftsman: \_\_\_\_\_ Client: \_\_\_\_\_ Date: \_\_\_\_\_



Critical Damage Prevention Items	OK	Problem	Notes
Inspect roof shingles, flashing, vent boots, drip edge and vents			
Inspect gutters, downspouts, soffits, attic vents and fascia			
Inspect siding, brick, windows and doors – flashing, rot, signs of water intrusion			
Inspect perimeter foundation for cracks, shifts and poor drainage			
Examine interior drywall and plaster for cracks and pops due to settling			
Inspect interior windows, doors and paint for signs of water intrusion			
Inspect basement for water intrusion and sump operation (if applicable)			
Inspect deck and other exterior structures for wear, rot and serviceability			
Note potential construction or design defects in home			

Annual Checklist:	Date	Notes
Test Temperature Pressure Relief Valve on hot water heater		
"Exercise" main plumbing shut-off valves		
Have anode on hot water heater checked every 3 years		
Check for air leaks throughout home		
Apply pest control		

Spring Checklist:	Date	Notes
Check basement, attic, and/or crawlspace for loose insulation		
Check sump pump operation (and battery); flush system		
Check foundation for cracks and leaks		
Check basement or crawlspace for mold		
Check smoke and carbon monoxide detectors		
Inspect main plumbing shutoff valve; test operation		
Clean vents on sealed-combustion chamber gas hot water heater		
Turn off humidifier for cooling season; turn on dehumidifier		
Inspect interior drywall for cracks, water damage and signs of settling		
Inspect backsplash caulking and re-caulk as needed		
Inspect shower and tub caulking and re-caulk as needed		
Lubricate rollers & guides on garage door & opener		
Inspect weather-stripping on all doors		
Inspect exterior paint, stain or siding for cracks, rot or stains		
Test GFCI receptacles		
Turn on exterior hose bibb shutoffs; test for leaks		
Inspect roof and roof vent boots		
Clean and seal decks and wood fences		
Seed and feed lawn		
Clean fins on outside AC condensing unit		
Inspect AC unit for proper operation		
Clean gutters and downspouts; check for proper slope		
Inspect downspouts & drains for proper drainage away from home		

Summer Checklist:	Date	Notes
Check smoke and carbon monoxide detectors		

Seal roof flashing or nail pops		
Deep-water shrubs and trees		
Adjust sticking doors		
Lubricate door hinges with silicone spray, tighten all doors		
Repair squeaky floors		
Inspect washing machine supply hoses		
Inspect backsplash caulking and re-caulk as needed		
Inspect downspouts & splash blocks for proper drainage away from home		
Inspect plumbing fixtures for leaks		
Inspect shower and tub caulking and re-caulk as needed		
Re-caulk control joints in driveway		
Test GFCI receptacles		

<b>Fall Checklist:</b>	<b>Date</b>	<b>Notes</b>
Check for ground settlement around foundation and fill where needed		
Check smoke and carbon monoxide detectors		
Check sump pump operation (and battery); flush system		
Clean fireplace and chimney; open flue		
Clean gutters and downspouts		
Winterize outside faucets and remove all hoses		
Have carpet cleaned		
Touch-up interior paint as needed		
Inspect backsplash caulking and re-caulk as needed		
Inspect furnace for proper operation		
Inspect shower and tub caulking and re-caulk as needed		
Rake compost and leaves		
Seed and feed lawn		
Test GFCI receptacles		
Turn on humidifier for heating season (if applicable)		
Bleed radiators (if applicable)		
Clean vents on sealed-combustion chamber gas hot water heater		
Winterize sprinkler system and hose bibs		

<b>Winter Checklist:</b>	<b>Date</b>	<b>Notes</b>
Check for ice-dams on roof		
Install gutter heaters (if required)		
Clean aerators on faucets and shower heads		
Check smoke and carbon monoxide detectors		
Turn off dehumidifier; turn on and set humidifier		
Inspect backsplash caulking and re-caulk as needed		
Inspect shower and tub caulking and re-caulk as needed		
Inspect dryer vent for lint and debris		
Clean condenser coils under refrigerator		
Test GFCI receptacles		

MISC Notes & Recommendations: