

Property Maintenance Guide

Tip #1: Check Fire Extinguishers

Purpose: The purpose of this check is to make sure you are prepared to combat small fires in your home.

Frequency: *Monthly*

Procedure: Simply inspect your fire extinguisher(s) and note the pressure reading on the pressure gage. It should indicate that the fire extinguisher is in a “fully charged” or “ready” state. Next, check the general condition of the fire extinguisher. Do you see any dents, scratches, corrosion or any other damage? Lastly, check to make sure the safety pin is still in place and that the nozzle is unobstructed. Do not attempt repairs if you detect any problems, simply replace it.

Additional Information:

The best type of fire extinguisher to obtain for home use is rated ABC, which means it is effective on wood, paper and cloth fires, plus flammable liquids and electrical fires. BC extinguishers are only for flammable liquids and electrical fires. Using the wrong extinguisher on a fire could do more harm than good. Remember, for all common classes of fires, you must choose a type ABC extinguisher.

It is advisable to have a fire extinguisher handy around any heat source, such as a furnace, hot water heater, oven and laundry area as well as one in the garage.

When you have completed this check, place a check mark in the “#1 - Check Fire Extinguishers” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #2: Check Furnace Filters

Purpose: The purpose of this check is to make sure you are not spending more than you should on your heating and cooling costs. Also, a dirty filter makes your furnace work harder and increases the likelihood of needing service.

Frequency: *Monthly*

Procedure: Go to your furnace and locate the air filter, typically next to the return air duct. If it is dirty, replace it or clean it if it is a reusable filter. Many factors affect how often you need to replace your air filter, (number of people in the home, size of the home, how much carpeting you have, whether or not you have pets and how often you use your heating and cooling systems).

Additional Information:

Many homeowners do not change their air filters in the summer, making the mistaken assumption that the furnace is not in use. In reality, the furnace “blower”, or “air mover” in a warm air furnace actually runs at a higher speed when the central air conditioning is being used. This means that it is moving more air past the filter and will get dirty even faster than in the winter.

When you have completed this check, place a check mark in the “#2 - Check Furnace Filters” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #3: Inspect Humidifiers

Purpose: The purpose of this check is to make sure your furnace humidifier is functioning properly.

Frequency: *Monthly*

Procedure: Because the humidifier only turns on when your furnace blower is on, make sure the heat or the central air conditioning is on. Then go to your furnace and locate the humidifier, typically attached to the output vent of the furnace. Once you have located it, just look at it. Is there any water coming out of it? Is it making any strange sounds? Is it doing anything at all? If you suspect it needs repair, please have a qualified, experienced service company fix the problems. It is recommended that in the Fall, you should change your humidifier filter, if so equipped. Follow the manufacturer’s instructions.

Additional Information:

Most people turn their humidifiers off or down to low in the summer and low to medium in the winter. Please be careful not to allow too much humidity into your home during the winter because it could damage the structure of your roof. With a very high humidity, ice crystals can form on the inside of your attic walls and ceiling. As the weather warms up, these ice crystals melt and it looks like it is literally raining inside your attic! This promotes roof decay and mold.

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When you have completed this check, place a check mark in the “#3 – *Inspect Humidifiers*” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #4: Inspect Air Cleaners

Purpose: The purpose of this check is to make sure your furnace air cleaner is functioning properly.

Frequency: *Monthly*

Procedure: Determine whether or not you have an air cleaner. These systems are a great option, especially if you have allergies, because they catch many indoor air pollutants, like pollen, and other irritants. Because the air cleaner only turns on when your furnace blower is on, make sure the heat or the central air conditioning is on. Then go to your furnace and locate the air cleaner, usually right next to your air filter. Once you have located it, make sure you follow the manufacturer’s suggested cleaning procedure.

Additional Information:

Some air cleaners make a crackling or snapping sound when they are in operation, this is normal. If you are unsure about the operation of the air cleaner you have, please contact a qualified, experienced service company to evaluate it.

When you have completed this check, place a check mark in the “#4 – *Inspect Air Cleaners*” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #5: Test Hot Water T&P Valve

Purpose: The purpose of this check is to make sure the Temperature and Pressure Valve on your hot water heater is functioning correctly.

Frequency: *Monthly*

Procedure: Locate the hot water heater for your home, usually next to the furnace. Near the top of the hot water heater, there is a small valve with a pipe attached to it which comes to within a couple of inches of the floor. You must exercise caution when performing this test because you are dealing with hot water. So please take precautions to protect yourself in the event the valve does not function as it should. Flip the lever on this valve to test it. Some water should come out of the pipe, this is normal. However, if there are any problems, i.e. no water coming out, water not stopping from coming out, valve sticking, etc., contact a qualified service company.

Additional Information:

This valve is designed to “leak” out hot water in the event the hot water heater malfunctions and overheats the water inside the tank. It is very important to check this valve periodically. If you suspect any problems at all with your hot water heater, please refer service to a qualified repair company.

When you have completed this check, place a check mark in the “#5 – *Test Hot Water T&P Valve*” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #6: Check Showers For Leaks

Purpose: The purpose of this check is to make sure your showers are not damaging your sub-floors.

Frequency: *Monthly*

Procedure: How can you tell if your showers are damaging your sub-floors with an undetected leak? First, look around the base of the shower. Do you see mold, or deterioration in the corners? Inspect the lower walls around the shower and look for signs of deterioration. Next, go the lower level under the shower, if you can and look at the ceiling. Do you see signs of water damage? Any signs of water penetration should be dealt with immediately. It is possible all you need is a bead of fresh caulk around the walls of the shower. If you see or suspect more extensive penetration of water into the sub-floor or walls, contact by an experienced tradesmen to make necessary repairs.

Additional Information:

Most modern shower enclosures are made out of a waterproof material unlike shower floors made prior to the 1970’s where they were made out of a steel pan. Steel eventually rusts and allows water to escape onto the sub-floor. Many homes built in that time era have sub-floor damage due to these steel pans.

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When you have completed this check, place a check mark in the “#6 – Check Showers for Leaks” column of the 10 Year Property Maintenance Check-sheet for that month

Tip #7: Check For Leaks Below Sinks

Purpose: The purpose of this check is to make sure a slow leak around your sinks is not damaging your cabinets or sub-floor.

Frequency: *Monthly*

Procedure: Check each sink in your home. When performing this test, only test one sink at a time and do not leave the area. There have been reports of people overflowing the sink and water flooding the floor because they left the area and forgot about the test. Go to the sink and plug the drain. Turn on both faucets and wait until the water level begins to flow through the overflow port. At this point, turn off the water and pull the plug on the sink. Look at the flow of water down the drain. Is it moving at an acceptable rate? Now look under the sink as the water drains. Can you see any water dripping down onto the inside of the cabinet? Is there any water on the bottom of the cabinet? Any signs of water should be dealt with immediately to prevent water damage to the cabinets or sub-floors.

Additional Information:

I have seen the damage even a slow leak can have on the sub-floor of bathrooms and kitchens. Sometimes, if the damage is caught early, only the inside cabinet floor needs to be replaced. Occasionally, the damage is so severe that the sub-floor needs costly repairs. If the entire floor shakes as you approach the sink, you can almost be sure it is due to sub-floor damage caused by a neglected leak.

When you have completed this check, place a check mark in the “#7 – Check for Leaks Below Sinks” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #8: Check Toilet Hardware

Purpose: The purpose of this check is to make sure your toilets are functioning normally to prevent sub-floor damage and to protect your septic system (if you have one.)

Frequency: *Monthly*

Procedure: For each toilet, press the flush handle. Does the water flow at an acceptable rate? Do you notice any leaking around the base of the toilet after flushing? Is the base of the toilet always wet? Does the water flow stop after the upper tank is filled, or do you hear constantly running water? Any of these signs indicated that you should have a professional services company look at a suspected problem.

Additional Information:

I have found that most of those upper tank toilet “sanitizers” are problems. They can interfere with the proper operation of the hardware. This could cause problems, such as upper tank overflow. The most common problem is a constant running of the water after a flush. This could saturate your septic system if you have one and prevent the next flush from functioning normally.

When you have completed this check, place a check mark in the “#8 – Check Toilet Hardware” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #9: Check Doors For Sticking

Purpose: The purpose of this check is to make sure your doors operate properly in case of an emergency. Sometimes a sticky door can also be a sign of foundation settling.

Frequency: *Monthly*

Procedure: Simply operate each door in your home. Have you noticed any new problems in opening or closing the doors? If so, it is possible that the door has expanded due to humidity. If this is the case, you just need to have the door adjusted. If you also notice new cracks appearing on interior walls, it is possible that the foundation of your home is shifting, which is a much more serious problem.

Additional Information:

Most new homes will settle to some degree, especially in the first year, and sticking doors are a likely result. Even older homes will settle a bit and this is a normal situation. But you should be on the lookout for telltale signs that the foundation may be shifting. As always, when in doubt call a professional home inspector to make an evaluation.

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When you have completed this check, place a check mark in the “#9 – Check Doors for Sticking” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #10: Check Roof For Damage

Purpose: The purpose of this check is to make sure your roof covering is doing its job, which is to protect your home from the outside weather conditions.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Simply walk around your property and look at as much of the roof as you can see from the ground. Has the last storm ripped off any shingles? Are there any fallen tree branches on your roof? Is all the flashing securely fastened or do you see spots where it's coming off? Any of these signs should prompt you to call a professional services company immediately to make repairs.

Additional Information:

Unless you do it for a living, I do NOT recommend you attempt repairs on the roof. A fall from a roof could be very dangerous. Believe me, the money you spend on minor roof repairs through a professional will be well worth it. A friend of mine noticed that on a very windy day, a piece of flashing came off the roof of his home. He did not take action until the next heavy rain sent gallons of water right into his living room, ruining the ceiling and part of a back wall. After that, he got the roof fixed, and the ceiling fixed and the wall fixed and he had to repaint the room. Don't get yourself into this situation.

When you have completed this check, place a check mark in the “#10 – Check Roof for Damage” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #11: Check Attic for Signs Of Leakage

Purpose: The purpose of this check is to make sure there are no leaks entering your attic from the outside.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Unless you attic has a floor surface, I do NOT recommend that you walk around up there. Get a powerful flashlight to look around from the attic access point.

Additional Information:

Any place you see signs of water is a potential problem. In this event, call an inspector out to investigate further.

When you have completed this check, place a check mark in the “#11 – Check Attic for Signs of Leakage” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #12: Check Roof Vents in Attic

Purpose: The purpose of this check is to make sure your roof vents are “venting”, that is, providing adequate air-flow inside your attic.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Unless you attic has a floor surface, I do NOT recommend that you walk around up there. Get a powerful flashlight to look around from the attic access point. You should be able to see daylight coming from your vents. Make sure birds or other animals have not made a nest around your roof vent.

Additional Information:

Roof vents are installed to help air flow through your attic. This helps your home adjust to the changes in the heat, cold, humidity, and dryness of the outside as the seasons change.

When you have completed this check, place a check mark in the “#12 – Check Roof Vents in Attic” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #13: Check Walls For Cracks

Purpose: The purpose of this check is to make sure the foundation of your home is not shifting.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

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Procedure: Walk every room in the house and pay attention to the walls. Have any new cracks developed lately? Look around windows, doors and the inside wall corners as these areas are especially vulnerable.

Additional Information:

Some wall cracking is normal, especially in older homes. Foundations can undergo some minor shifting and settling, causing slight wall cracking. One of the main concerns in new homes is the development of wall cracks due to improper or careless preparation of the foundation soil prior to the foundation being poured. If your home is less than 5 years old, pay close attention to any wall cracking that develops.

When you have completed this check, place a check mark in the “#13 – Check Walls for Cracks” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #14: Check Crawl/Basement For Moisture

Purpose: The purpose of this check is to make sure your basement and/or crawl space is free of moisture,

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Simply walk around your property and look at as much of the roof as you can see. Has the last storm removed any shingles? Are there any fallen tree branches on your roof? Is all the flashing securely fastened or do you see spots where it's coming off? Any of these signs should prompt you to call a professional services company immediately to make repairs.

Additional Information:

Unless you do it for a living, I do NOT recommend you attempt repairs on the roof. A fall from there could be very dangerous. Believe me, the money you spend on minor roof repairs through a professional will be well worth it. A friend of mine noticed that on a very windy day, a piece of flashing came off the roof of his home. He did not take action until the next heavy rain sent gallons of water right into his living room, ruining the ceiling and part of a back wall. After that, he got the roof fixed, and the ceiling and the wall and he had to repaint the room. Don't get yourself into this situation.

When you have completed this check, place a check mark in the “#14 – Check Crawl/Basement for Moisture” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #15: Check Overhead Electrical Wires

Purpose: The purpose of this check is to make sure any overhead electrical wires remain safe.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: If the electrical wires coming into your home do so from underground, then you may skip this check. Otherwise, look at the overhead wires as they come into your home. Are there any tree branches touching them or are they clear?

Additional Information:

Most overhead electrical wires are required to be out of reach of the average person and must be kept a minimum of 12 feet above a driveway, 3 feet above the roof and at least 3 feet from a window. If you recently put a new deck on your home and can now physically touch the overhead electrical wires, you must have them moved to a safe distance.

When you have completed this check, place a check mark in the “#15 – Check Overhead Electrical Wires” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #16: Check Water Flow Around Foundation

Purpose: The purpose of this check is to make sure water flow is away from the foundation.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Walk around your home and look at the foundation. How is the slope of the dirt? It should be sloped away from the home. Check the outside when it's raining. You will get a good idea of how effectively water is draining away from your home.

Additional Information:

People love to plant flowers around the foundation of their homes, which normally is not a problem, but remember to slope the dirt so water flows away from the foundation, not towards it. I would also

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personally recommend plants that do not require much watering. Excessive watering may be great for plants but it is definitely bad for the foundation of your home.

When you have completed this check, place a check mark in the “#16 – Check Water Flow Around Foundation” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #17: Check Driveways & Decks For Wear

Purpose: The purpose of this check is to eliminate trip hazards or other dangerous areas around your home.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Just look at your driveway. What kind of shape is it in? Does it need to be sealed? If you have a deck, make sure to keep it protected at least every other year with a quality stain and/or water repellent. Check all outside stairways for uneven treads and insecure handrails.

Additional Information:

I have seen driveways needing total replacement because the owner did not take care of it by sealing it once a year. This keeps water out of your driveway and prevents it from becoming a trip hazard when you get into or out of your car. Similarly, I have seen decks in such need of a coat of paint, or stain that the wood has lost its structural integrity and needs to be replaced. Remember that horizontal surfaces on a deck required more care than vertical surfaces because water tends to linger on horizontal surfaces.

When you have completed this check, place a check mark in the “#17 – Check Driveways & Decks for Wear” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #18: Clean & Check Windows

Purpose: The purpose of this check is to make sure your windows work properly. Also, a sticking window may be a sign that the foundation is starting to shift.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Clean your windows according to the manufacturer’s specification. Some windows fold inwards so they may be cleaned from the inside. When you clean them, also wipe the inside tracks with a warm wash cloth. This will insure your windows will be easy to operate.

Additional Information:

When painting windows, I personally recommend a high loss enamel for the frames, NOT a latex paint. I have found that this helps keep the windows from sticking. Enamel is harder and seems to “glide” better than a latex paint.

When you have completed this check, place a check mark in the “#18 – Clean & Check Windows” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #19: Test all GFCI’s

Purpose: The purpose of this check is to check all electrical safety outlet devices in your home.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Check every Ground Fault Circuit Interrupter circuit in your home. There should be one in the kitchen and one in each bathroom. Plug in a hair dryer and turn it on. Then press the TEST button on the GFCI outlet. The circuit should cut off power to the hair dryer. Press the RESET button and power should be restored to the hair dryer.

Additional Information:

Did you know that it is required to have a GFCI outlet anywhere electricity is within 6 feet of water? That means every kitchen outlet near a sink and every bathroom outlet near a sink, tub or toilet.

When you have completed this check, place a check mark in the “#19 – Test all GFCI’s” column of the 10 Year Property Maintenance Check-sheet for that month.

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Tip #20: Disconnect Water Hoses

Purpose: The purpose of this check is to protect your home by removing any outside water hose.

Frequency: *Once Yearly, anytime from September to October*

Procedure: Make sure you disconnect all outside hoses and store them for the winter. Also, most outside hose bibs are anti-freeze which means that you can simply turn them off, no draining is required. If you do not have the anti-freeze type, you may purchase an inexpensive Styrofoam cover, which will insulate the hose bib from freezing weather.

Additional Information:

I have seen basement flooding because outside hose bibs were not winterized properly. If these valves are allowed to freeze, ice forms inside the pipe, which expands causing cracking and water leaks inside the home.

When you have completed this check, place a check mark in the “#20 – Disconnect Water Hoses” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #21: Test Auto-Reverse on Garage Door

Purpose: The purpose of this check is to insure your safety device is operating properly in your garage.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Open up your garage door. Take a full roll of paper towels and lay it flat across the floor in front of your garage door. Lower the garage door. The door should reverse when it hits the paper towel roll. The paper towel roll may get a bit smashed, but as long as the garage door reverses, it is considered safe. If not, refer adjustments to a qualified and experienced service company.

Additional Information:

All automatic garage doors are required to have an automatic safety reverse.

When you have completed this check, place a check mark in the “#21 – Test Auto-Reverse on Garage Door” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #22: Clean Exhaust Hood Filters

Purpose: The purpose of this check is to keep your cooking area safe and prevent flash fires.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Remove and clean filter according to manufacturer’s specifications.

Additional Information:

Dirty exhaust hood filters impair the ability of a stovetop exhaust fan to remove smoke from your home.

When you have completed this check, place a check mark in the “#22 – Clean Exhaust Hood Filters” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #23: Clean, Inspect and Service Appliances

Purpose: The purpose of this check is to keep all appliances safe and in working order.

Frequency: *Twice Yearly, anytime from March to May and then again from September to October*

Procedure: Inspect appliances for frayed power cords and strange odors when using appliance. Check each appliance according to the manufacturers specifications. This check should be performed on every toaster, mixer, hair dryer, curling iron, toaster oven, microwave and every other electrical device in your home that you use on a regular basis.

Additional Information:

Check for frayed cords, especially on hair dryers and curling irons. These items are in motion when being used and the power cords are more likely to fail in time.

When you have completed this check, place a check mark in the “#23– Clean, Inspect & Service Appliances” column of the 10 Year Property Maintenance Check-sheet for that month.

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Tip #24: Service Cooling System

Purpose: The purpose of this check is to keep your central air conditioning system operating safely and efficiently.

Frequency: *Once Yearly, anytime from March to May*

Procedure: Locate the outside air conditioning system. Clean out any dirt or leaves with a garden hose. Make sure there is a clearance around the unit so it can expel the warm air as it operates. Keep plants away from this unit. If the system is constantly running during the summer months and it does not seem to be performing like it should. Consult an experienced service company to investigate.

Additional Information:

If you have dogs, make sure that system does not become their favorite urination spot. Construct a small fence around it if you have to. Make sure it remains clean and unobstructed during operation in the summer.

When you have completed this check, place a check mark in the “#24– Service Cooling System” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #25: Service Heating System

Purpose: The purpose of this check is to keep your heating system operating safely and efficiently.

Frequency: *Once Yearly, anytime from September to October*

Procedure: It is recommended that you call in a qualified, experienced service company every year to clean and inspect your furnace. Hazardous conditions may be identified, like a cracked heat exchanger. If this happens, the furnace will leak carbon monoxide into your home. Since carbon monoxide is odorless and tasteless, you will not know this is happening unless you have your furnace inspected.

Additional Information:

Never attempt any repairs or modifications to your furnace. These systems are very sophisticated and need to be maintained by professionals.

When you have completed this check, place a check mark in the “#25– Service Heating System” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #26: Replace Smoke Detector Batteries

Purpose: The purpose of this check is to keep your smoke detectors operating as a safety precaution against fires.

Frequency: *Once Yearly, anytime from June to August*

Procedure: Simply replace the batteries with new ones for each smoke detector in your home. Also, press the test button on each detector. If you have a centralized system, every smoke detector will alarm when one is tripped. The test button only tests the electronic portion of the detector. It does not test the sensor itself. To do this, you must blow smoke into the detector.

Additional Information:

Keep your home safe by performing this on a regular basis.

When you have completed this check, place a check mark in the “#26– Replace Smoke Detector Batteries” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #27: Have Chimneys Inspected & Cleaned

Purpose: The purpose of this check is to keep your chimneys operating safely.

Frequency: *Once Yearly, anytime from June to August*

Procedure: Contract a qualified, experienced service company to inspect and clean your chimney each year.

Additional Information:

Chimneys that are very dirty can actually catch fire on the inside. This often damages the interior chimney liner which could allow poisonous gasses to escape into your home.

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When you have completed this check, place a check mark in the “#27– *Have Chimneys Inspected & Cleaned*” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #28: Test Electrical Circuit Breakers

Purpose: The purpose of this check is to check the operation of your electrical safety circuits.

Frequency: *Once Yearly, anytime from June to August*

Procedure: Go to your electrical service panel and flip each breaker off, then on. Verify that the power is controlled according to the inside panel chart showing what each breaker is for. If the breaker does not turn off the power to the expected room or if the breaker does not reset the power once tripped, contact a qualified, experienced service company immediately for repairs.

Additional Information:

NEVER attempt repairs to electrical circuit breakers. If the circuit breaker fails to trip, it is leaving your home unprotected in the event of an overload.

When you have completed this check, place a check mark in the “#28– *Test Electrical Circuit Breakers*” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #29: Have Well Water Tested

Purpose: The purpose of this check is to insure the safety of water supplied from a private well.

Frequency: *Once Yearly, anytime from June to August*

Procedure: Refer the testing of your private well water to a qualified, experienced service company.

Additional Information:

Environmental factors have been known to change, which sometime affects the safety of private wells. I heard a story about one homeowner who deliberately had his septic system and well system reversed. Unfortunately his neighbor’s well was now too close to an active septic system and also had to be moved.

When you have completed this check, place a check mark in the “#29– *Have Well Water Tested*” column of the 10 Year Property Maintenance Check-sheet for that month.

Tip #30: Have Septic System Inspected

Purpose: The purpose of this check is to insure the septic system is operating properly.

Frequency: *Once Yearly, anytime from June to August*

Procedure: Refer the testing of your septic system to a qualified, experienced service company.

When you have completed this check, place a check mark in the “#30– *Have Septic System Inspected*” column of the 10 Year Property Maintenance Check-sheet for that month.