



# ADAMS

DESIGN CONSTRUCTION, LTD

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**The feel of fall is in the air, it's time to think about getting your home ready for colder weather. Most of the routine maintenance that needs to be done this time of year will not only help keep you cozy in colder weather, it will also save money on your heating bill and protect your biggest investment - your home. While most of these routine maintenance tasks are fairly simple, make sure they get done before cold weather arrives to prevent damage to both your home and your wallet.**

## FALL HOME MAINTENANCE SCHEDULE

| Area                        | Task  | Date last completed |      |      |
|-----------------------------|---|---------------------|------|------|
|                             |   | 2020                | 2021 | 2022 |
| <b>Plumbing</b>             |   |                     |      |      |
| Plumbing shut-off valves    | Inspect for proper operation.   |                     |      |      |
| Outside faucets             | Drain faucets and shut off if possible.   |                     |      |      |
| Water heater                | Flush out hot water to remove accumulated sediment. Turn your heater off first and then simply open the valve on the bottom and drain out around 2 gallons of water.          |                     |      |      |
| Faucet aerators             | Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.     |                     |      |      |
| <b>Interior</b>             |   |                     |      |      |
| Attic                       | Examine for evidence of any roof leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation. |                     |      |      |
| Countertops                 | Inspect for separations at sinks and backsplash. Recaulk where required.  |                     |      |      |
| Tiled areas                 | Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.  |                     |      |      |
| Shower doors/tub enclosures | Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.   |                     |      |      |
| Weather stripping           | Check caulking around windows and doors. Check all window glazing and replace if needed.  |                     |      |      |
| Screens and glass           | Now is a good time to have screens repaired. Check glass in windows for any cracks & replace.   |                     |      |      |
| Window and door tracks      | Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.  |                     |      |      |
| Pipes                       | Inspect visible pipes for leaks. Add pipe insulation on hot lines and to prevent freezing.  |                     |      |      |
| Kitchen exhaust fan         | Remove and clean the filter. Clean accumulated grease deposits from the fan housing.  |                     |      |      |
| Smoke/CO2 detectors         | Check the batteries and replace if needed, in your smoke and carbon monoxide detectors.   |                     |      |      |
| Reverse ceiling fans        | If your fans have a reverse switch, change it to run clockwise when you turn on your heat.  |                     |      |      |

*continued on back*



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| <b>Electrical and appliances</b> |   |                     |      |      |
| Heating system                   | Schedule a service call for your heating system and/or heat pump. Replace filters.  |                     |      |      |
| Filters                          | Change all filters: furnace, stove vents, fan vents, water filters and clothes dryer vents.   |                     |      |      |
| Cooling system                   | Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.   |                     |      |      |
| Refrigerator coils               | Clean the coils and clean underneath the refrigerator.  |                     |      |      |
| Combustible appliances           | Inspect and service if necessary.   |                     |      |      |
| <b>Exterior</b>                  |   |                     |      |      |
| Roof                             | Check for leaks, damaged, loose, or missing shingles. Check vents & louvers for birds, nests, squirrels, & insects. Check flashing around roof stacks, vents, & skylights for leaks.  |                     |      |      |
| Chimney/Fireplace                | Inspect flues and dampers. Clean & check for deteriorating bricks & mortar. Check for leaks, birds, nests, squirrels, & insects. If needed, call a chimney sweep to check condition.  |                     |      |      |
| Gutters and downspouts           | Clean and check for leaks, misalignment, clogging, or damage.   |                     |      |      |
| Exterior walls                   | Check for deteriorating bricks & mortar. Check siding for damage & painted surfaces for flaking.  |                     |      |      |
| Railings and Decks               | Check deck boards and railings, make certain they are secure.   |                     |      |      |
| Landscaping                      | Trim shrubbery around walls. Cut back and remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.  |                     |      |      |
| Concrete and asphalt             | Clean sidewalks and driveways. Check for cracks or deterioration. Reseal or repair if needed.   |                     |      |      |
| Septic system                    | Examine septic system drain field for flooding and odor. Have tank pumped regularly.  |                     |      |      |
| Garden hoses                     | Remove any outside hoses and store. Winterize your hose bibs.   |                     |      |      |
| Lawn and patio furniture         | Clean and store or cover with weatherproof material.  |                     |      |      |
| Lawn                             | Remove any debris and leaves. Put down winter grass seed in bare spots.   |                     |      |      |
| <b>Misc.</b>                     |   |                     |      |      |
| Lawnmower                        | Get ready for storage, drain fluids, wipe clean and store in a clean dry place.   |                     |      |      |
| Snow blower                      | Have your snow blower or tractor w/blade tuned up and ready to go.  |                     |      |      |
| Garage door                      | Lubricate hardware. Inspect mechanism for free travel.  |                     |      |      |
| Stock up                         | Now is a good time to stock up on winter essentials such as ice melt or salt.   |                     |      |      |
| Keep mice out                    | Fall is when mice start nesting. Mice can squeeze through 1/4-inch openings; rats need a half-inch. Make sure all exterior vents are screened, and that there are no gaps underneath garage doors or any openings they could get in. Pet doors are another favorite access point. |                     |      |      |
| <b>Energy Audit</b>              | <b>Feel your heat bills are too high, now is a good time to call us to schedule an Energy Audit.</b>  |                     |      |      |