



HOME MAINTENANCE & WALK THOUGHT CHECKLIST

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	1. N/A	2. ACCEPTABLE	3. NEEDS MAINTENANCE	4. IMPROVE	5. PERIODICALLY	6. SPRING	7. FALL	8. ANUALLY
1. FOUNDATION & MASONRY: Basements, Exterior Walls: To prevent seepage and condensation problems.								
a. Check basement for dampness / leakage after wet weather (wall staining, Efflorescence, dampness at wall/floor interface).					X			
b. Check foundation walls, steps, walks, patios, driveways, garage floors, etc., for cracks, heaving, crumbling.						X		
c. Check chimneys, deteriorated chimney caps, loose and missing mortar						X	X	
d. Maintain grading sloped away from foundation walls.								X
2. ROOFS & GUTTERS: To prevent roof leaks, condensation, seepage and decay problems.								
a. Roof: Check for damaged, loose or missing shingles, blisters.						X	X	
b. Roof: Cut back tree limbs growing on or over roof.							X	
c. Roof: Check flashings around roof stacks, vents, skylights, chimneys, as sources of leakage.						X	X	
d. Roof: Check vents, louvers and chimneys for birds nests, squirrels, insects.						X	X	
e. Roof: Check fascias and soffits for paint flaking, leakage and decay.						X		
f. Gutters: Check for leaking, misaligned, loose or damaged gutters, downspouts, hangers, gutter guards and strainers.						X	X	
g. Gutters: Clean gutters, downspouts, strainers, window wells, drains. Direct downspouts away from foundation.						X	X	
h. Gutters: Install downspout extensions.								
3. EXTERIOR WALLS: To prevent paint failure, decay and moisture penetration problems.								
a. Check painted surface for paint flaking or paint failure.						X		
b. Check siding, shingles and trim for damage, looseness, warping and decay.					X			
c. Check exterior masonry walls for cracks, looseness, missing or broken mortar						X		
d. Cut back trim and shrubbery against sidewalls.						X	X	
e. Clean and remove or replace storm windows or screens.						X	X	
4. DOORS, WINDOWS & EGRESS: For safety and to prevent air and weather penetration problems.								
a. Check caulking surface for decay around doors, window, corner boards, joints. Recaulk as needed.						X		
b. Check window and door weather-stripping.							X	
c. Operate all windows and door locking mechanisms.								X
d. Check door surface and window frames for damage, rot, warping, cracks								X
e. Window: Check for leaks (Foggy Window).					X			
f. Windows: Check glazing putty around windows.								X
g. Windows: Clear debris from foundation window wells, replace covers.						X	X	
h. Egress: Clear debris from Egress and operate escape window / door.						X	X	
i. Garage: Check door mechanism and operation including auto reverse.					X			
j. Garage: Check door seal and replace if required.								X
5. ELECTRICAL: For safe electrical performance.								
a. Service Entry: Rusted/damaged service box and or frayed wires or openings.								X
b. Main Panel: Learn location of electrical main panel box for breakers or fuses. Maintain min 36" clearance.					X			
c. Main Panel: Trip circuit breakers every six months and ground circuit fault interrupters (G.C.F.I.) monthly.					X			
d. Main Panel: Mark and label each circuit.					X			
e. Main Panel: If fuses blow or breakers trip frequently, have a licensed electrician determine cause.					X			
f. Outlets: Trip ground circuit fault interrupters (G.C.F.I.) monthly.					X			
g. Switches: Operate switches, secure and replace as required.					X			
h. Check exterior light fixtures and outlets. Secure and caulk if required.						X	X	
i. Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear or damage.					X			
j. Check exposed wiring and cable for wear or damage.								X
K. Minimize use of extension cords and don't overload circuit.					X			
6. PLUMBING: For preventative maintenance.								
a. Check faucets, hose bibs and valves for leakage.					X			
b. Check floor drains for debris and clean.						X		
c. Check sink/bath traps for slow drain. Run water filling trap not routinely used. Prevent dry out (sewer gas escape)					X			
d. Drain exterior water lines, hose bibs, sprinklers, pool equipment in the fall.							X	
e. Check for leaks at toilets (& flushing mechanism), sinks, show/bathtubs and piping, house traps and sewer cleanouts.					X			
f. Water Heater: Draw off sediment in water heaters monthly or per manufacturer's instructions (Life 7-12years).					X			
g. Water Heater: Check burner for corrosion, scaling, soot build up.								X
h. Water Heater: Check for water stains and leaks.					X			
i. Learn location of all plumbing shut of valves and label (Water and Gas to all fixtures and appliances).					X			
j. Replace plastic/rubber water lines and hoses with flex wire mesh hose (Sinks, Toilets, Washing Machine).								
k. Replace hose bibs with frost free exterior hose bibs.								
l. Sump Pump: Operate and clean debris from sump well (Install cover if missing), (Life 7-10 years).						X	X	
m. Check flexible gas line to Dryer, Stove for leaks. Replace if kinked or when replacing appliance.						X	X	
n. Check water line to refrigerator for leaks or kinks. If kinked replace.					X			

