

## VENTURE HOMES MAINTENANCE SCHEDULE

ITEM	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	COMMENT
Clean and test smoke alarms	X				
Test and reset all GFCIs	X				
Clean and change furnace filter			X		
Operate heat system			X		early in the Fall
Operate air conditioning system			X		early in the Spring
Inspect drainage			X		
Seal concrete cracks			X		
Inspect exterior paint or stain			X		
Touch up caulk			X		
Lube garage overhead door and tighten bolts			X		
Drain some water from bottom of water heater				X	or as directed by the manufacturer's literature
Clean gutters			X		
Operate pressure relief valve on water heater				X	
Clean window weep holes				X	or as needed
Chimney cleaning				X	or as needed
Replace smoke detector batteries				X	
Renew termite protection				X	
Check and tighten deck bolts				X	
Check deck sealer				X	reseal when water does not bead