



Town Supervisor  
**JOSEPH SALADINO**  
**HOME MAINTENANCE CHECKLIST**



**PREVENTION IS THE BEST APPROACH**

Preventative maintenance is the best way to keep your house in great shape. It also reduces the risk of unexpected repairs and improves the odds of selling your house at fair market value, when the time comes. Enjoy your home!

**UPON TAKING OWNERSHIP**

After taking possession of a new home, there are some maintenance and safety issues that should be addressed immediately. The following checklist should help you undertake these improvements.

- Change the locks on all exterior entrances.
- Check that all windows and doors are secure. Improve window hardware as necessary. Security can be added to sliding windows and doors.
- Install smoke detectors and carbon monoxide alarms on each level of the home (especially near heating and cooking equipment). Ensure that there is a smoke detector and carbon monoxide alarms outside all sleeping areas. Replace batteries on any existing smoke detectors and carbon monoxide alarms and test them.
- Create a plan of action in the event of a fire in your home. Ensure that there is an operable window or door in every room of the house.
- Examine driveways and walkways for trip hazards.
- Examine interior of the home for trip hazards. Loose or torn carpeting and flooring should be repaired.
- Undertake improvements to all stairways, decks, porches and landings where there is a risk of falling or stumbling.
- Review your home inspection report for any items that require immediate improvement or further investigation. Address these areas as required.
- Install rain caps and vermin screens on all chimney flues, as necessary.
- Investigate the location of the main shut-offs for the plumbing, heating, and electrical system. If you attended the home inspection, these items would have been pointed out to you.

12/2023 MB



**HOME MAINTENANCE CHECKLIST**



**MAINTENANCE EVERY MONTH**

- Check that fire extinguisher(s) are fully charged. Recharge if necessary.
- Examine heating/cooling air filters and replace or clean as necessary.
- Clean gutters and downspouts. Ensure that downspouts are secure, and that the discharge of the downspouts is appropriate. Remove debris from window wells.
- Repair or replace leaking faucets or shower heads.
- Secure loose toilets and repair flush mechanisms that become troublesome.

**SPRING AND FALL**

- Examine the roof for evidence of damage to roof coverings, flashings, and chimneys.
- Look at the attic (if accessible) to ensure that roof vents are not obstructed. Check for evidence of leakage, condensation, or vermin activity.
- Trim back tree branches and shrubs to ensure that they are not in contact with the house.
- Inspect the exterior walls and foundation for evidence of damage, cracking, or movement.
- Clean windows and test their operation. Improve caulking and weatherstripping as necessary.
- Shut off isolating valves for exterior hose bibs in the fall, if below freezing temperatures are anticipated.
- Test overhead garage door opener, to ensure that the auto-reverse mechanism is responding properly.

**ANNUALLY**

- Replace smoke detector batteries and have heating, cooling, and water heater systems cleaned.
- Check carbon monoxide alarms.
- Have chimneys inspected and cleaned.
- Flip the breakers on and off to ensure that they are not sticky.
- Have the water quality tested.
- Ensure your burglary and/or fire alarm permits are up to date by calling the Nassau County Police Department at (516) 573-7862 and Fire Marshal at (516) 573-9870.