

maintenance CHECKLIST



Much like a car, your home needs regular maintenance performed on it in order to maximize the life of all of the systems and materials that go into them. In an effort to assist our homeowners with this easy maintenance we have created the checklist below to guide you.

monthly

- Test GFCI Outlet (Press test then reset button).
- Change the filter in your A/C.
- Professional Pest Control.

bi-annually

- Vacuum dirt, debris, dust out of window rails and along the bottom frame of the windows if any.
- Spray window rails/guides with a silicone lubricant spray.
- Test smoke and carbon monoxide detectors.
- Adjust landscape irrigation timers to water according to the upcoming season.
- Flush your water heater.
- Set money aside for upcoming maintenance.
- Spray your garage door wheels with a lubricant spray.

interior

- Inspect silicone in the kitchen sink, tighten kitchen faucet sprayer and seal air gap/garbage disposal.
- Inspect all shower and tub corners and faucets/shower heads for silicone seal. Fill with silicone as needed.
- Inspect all trim (baseboard, casing) toilets and tubs for gaps. Fill with caulking as needed.
- Inspect caulking around windows and replace as needed.
- Touch up any scuffs or stains on walls, doors, or trim.
- Inspect floor and shower tile for missing grout and replace as needed.
- Check and adjust all exterior door thresholds if light is showing on an exterior door.
- Check and clean dryer exhaust as needed with a long flexible brush.
- Unscrew and clean aerator filters at the tips of all shower heads and faucets.
- Clean clothes dryer vent.
- Inspect all plumbing connections under sinks.

during cold weather

- Disconnect hoses from water spigots and store indoors.
- Ensure that any exposed plumbing or landscape irrigation is insulated to prevent freezing.

during extreme cold

- Keep your cabinet doors under sinks open.
- Let your faucets drip water as running water will not freeze.

after a severe storm

- Inspect the exterior of your home for damage including your roof, windows, doors, and lights.
- Contact your homeowner's insurance should you find any damage related to the severe storm.

anually

exterior

- Inspect roof including all penetrations (pipes, scuppers, vents) and parapets for cracks or damage. Reseal as necessary.
- Clean scuppers, gutters, and/or downspouts.
- Clean window weep holes/slots along the bottom of the window frame.
- Walk around your home and check the finish (siding, stucco, brick) for hairline cracks/ separation and touch up/ repair as needed.
- Touch up peeling or damaged paint.
- Check exterior door locks and clean out any debris in the key slot. Spray with a graphite lubricant.
- Ensure that any exposed plumbing or landscape irrigation is insulated to prevent freezing.
- Check silicone between stucco and window and repair/replace as needed.
- Examine and maintain grading to verify that water is staying five feet from the perimeter of your home's foundation.
- Inspect water heater exhaust for debris.
- Check all exhaust vents for blockage.

FREQUENTLY ASKED QUESTIONS (FAQ'S) AND TROUBLESHOOTING TIPS



Q. Is my home maintenance-free?

A. No, your home, just like your automobile, requires regular check-ups and maintenance to get the most enjoyment out of it and the longest life from the materials that go in to building it. To get the most out of your home you should inspect it regularly and address any concerns quickly. As a responsible homeowner you should also put some money aside each month to pay for future homeowner maintenance or repairs.

Q. What do I do if I find a cosmetic item on my home after I move in such as missing paint, grout, or caulking?

A. Cosmetic defects are not warrantable. However, as part of your home orientation/welcome kit, we have supplied you with a paint kit that includes the wall and interior door and trim paint utilized in your new home. Additionally, we have supplied you with a tube of caulking, a tube of silicone, a recessed can light bulb, and a compact fluorescent light bulb in the event that you should need them. If you find that there is a small area of grout missing this can be matched and purchased at any local hardware store.

Q. Certain outlets or lights are not functioning in my home. What should I do?

A. The most common reason for an outlet or set of lights not functioning is because it is on a ground fault circuit interrupter (GFCI) circuit that was tripped. Normally this occurs because of a surge due to small appliances such as a blender, toaster, hairdryer, or vacuum cleaner. GFCI outlets have a 'RESET' and 'TEST' button on them and are normally found in your kitchen, garage, courtyard, and bathrooms. To correct this check all of your GFCI outlets by pressing the 'TEST' then 'RESET' button on them until you find the one that was tripped.

Q. I do not have any hot water. What should I do?

A. Ensure that your water heater is plugged in and 'ON'. Ensure that the gas valve is 'OPEN'. Ensure that the 'GFCI' it is plugged into is not tripped by pressing the 'RESET' button on the nearest GFCI outlet. If the problem persists and your home is still under warranty, contact us.

Q. My air conditioner is not Heating/Cooling as desired. What should I do?

A. Make sure that your air filter is not dirty, replace if necessary, and ensure that your thermostat is set to **FAN:AUTO** and your desired temperature (remember to set no lower than 73F). If your thermostat is set to **FAN:ON** all that you will be doing is recirculating the air in your home. The air will not be heated or cooled. If your air filter is dirty then the air will not be able to properly flow back to the unit and it may cause your unit to stop producing the desired temperature.

Q. How can I address a hairline crack in my stucco or drywall?

A. Hairline cracks are not uncommon on a new home as settling is expected to occur. A crack that is less than 1/32" (interior) and 1/8" (exterior) is not considered a warrantable item. For interior drywall cracks less than 1/32" it is recommended that you fill the crack with a small bead of caulking and then paint it upon drying. For stucco cracks smaller than 1/8" it is recommended that you utilize an exterior grade caulking to fill the crack and then paint it upon drying with elastomeric paint. Any local hardware store can match your stucco color with a sample.

Q. Does my home include pest control services?

A. Your home does not include any type of pest control service. We recommend that you contact a professional to address any issues with pests such as ants, spiders, etc.

Q. What should I do if I have a water leak in my home?

A. The first step is to isolate the leak by shutting off the leaking valve under the sink, behind the toilet, behind the refrigerator, behind your washing machine, the cutoff valve in the garage, or the water main at the street, if your backflow valve is on your landscape irrigation system. Once you stop the leak we then recommend that you contact a professional to repair the leak or contact us if your new home is still under warranty.

Q. Is my 2-10 Home Buyer's Warranty transferrable if I sell my home?

A. Yes, the remaining balance of your 1 year workmanship workmanship, 2 year distribution warranty, and 10 year structural warranty is transferrable to the next owner. **NOTE:** Your home's structural warranty is administered through 2-10 Home Buyer's Warranty and not Palo Verde Homes. Should you ever believe that your home has a structural defect you can file a claim for review directly through them by visiting www.2-10.com.

Q. What do I do if I find a nail pop in my drywall?

A. Nail pops in drywall are not uncommon in new construction and are normally a direct result of your home settling. To correct a nail pop gently scrape the circular nail head-sized section of drywall using a drywall spatula or scraper. You then install a tiny amount of patching plaster, spackling, or caulking and smooth it out with the drywall spatula or scraper. Once the material dries, you can paint it using your paint touch-up kit.

Q. Are cracks in rock walls covered under warranty?

A. No, cracks in rock walls are to be expected and are not covered under warranty as they are not a structural part of your home. All cementitious materials, including rock wall mortar, are prone to cracks and will require homeowner inspection and maintenance.

Q. Can I flush down wipes?

A. The water company recommends to flush down only waste and toilet paper (moderate amount). Wipes, face masks, latex products, and feminine products are not recommended to flush down as it will cause a sewer line backup to the entire home. Even flushable wipes do not dissolve as intended and will cause a sewer line backup. Clogs are not covered under warranty.