



# Live Smart. Live Green. Live Well.

Keep green in your pocket and on the planet while adding comfort at home.



## 12-Month Homeowner's Maintenance Checklist

Use this checklist to record completion dates of your home maintenance tasks. Regularly scheduled maintenance helps ensure optimum appliance performance, maximum comfort and fewer unscheduled repairs. The activities suggested are on an annual, semi-annual, quarterly or monthly basis.

SAFETY							
Check, replace and recycle dead batteries in fire alarms, smoke detectors and other CO detectors.	Monthly						
Inspect fire extinguishers.	Annually						
Replenish hurricane preparedness kit.	Annually						
Stock first aid kit.	Quarterly						
AIR CONDITIONER							
Check/change HVAC filter (pleated filters are recommended).	Monthly						
Clean condensate drain. Flush with hot water-vinegar solution; use bleach for mold clog.	Quarterly						
Clean coils on outside unit and inside unit.	Semi-annually						
WATER HEATER							
Check for water heater tank leaks.	Annually						
Flush-out water heater and check zinc rod.*	Annually						
Check water heater temp. (set approx. 125° F).	Semi-annually						
REFRIGERATOR							
Check refrigerator (40°) and freezer (5°) temps.	Quarterly						
Check for refrigerator seal leaks (dollar bill test*).	Quarterly						
Clean refrigerator coils.	Quarterly						
CLOTHES WASHER/DRYER							
Check clothes washer hose for bulges and deterioration.	Quarterly						
Remove lint from inside dryer exhaust hose and outside damper, check hose for kinks.	Monthly						
TOILET/TUB							
Check for flapper valve toilet leak (add food coloring to tank, check bowl for color*).	Monthly						
Check for leaks in the tub diverter valve.*	Quarterly						
EVERY ROOM AND EXTERIOR							
Check all faucets for leaks.	Semi-annually						
Check caulking around windows, doors, fixtures, porches.	Annually						
IRRIGATION							
Check irrigation system for leaks, clogs and dirty filters.	Quarterly						
Check irrigation timer (before 10 a.m. & after 4 p.m., no more than twice a week in summer and every 7-14 days in winter).	Quarterly						
Check rain sensor operation (clean debris and check battery).	Quarterly						

\*Described on reverse. Visit the Conservation Center at [jea.com](http://jea.com) for printable copies of this checklist or, e-mail us at [conservation@jea.com](mailto:conservation@jea.com).



### Flush out water heater...

- Shut off the power/gas and the cold water intake. Open the temperature (T/P) pressure relief valve.
- Attach a garden hose to the drain valve and run it outside. If a hose won't attach, place a large bucket underneath the drain spout.
- Open the drain valve and run water out until no more sediment comes out.
- Close the T/P relief valve and open the cold water intake valve. Wait 10 minutes for the tank to fill, and then open all hot-water spigots in the house until they stop sputtering.

### ...and check zinc rod.\*

- With the power/gas off and the cold water intake closed, run a hot-water faucet for a minute to relieve pressure.
- Locate the hex head of the zinc rod(s) (also known as an anode) on the top of the water heater tank. It may be exposed, covered by a cap or attached to the inside of the hot water outlet pipe. Carefully remove the zinc rod with an 11/16 inch socket wrench so that it does not break off.
- Replace a rod if it is corroded or if wire (6 inches or more) is exposed.



### Check for refrigerator seal leaks (dollar bill test\*).

- Insert a dollar bill along the edge of your open refrigerator and close the door. If the dollar bill pulls out easily, you have a loose seal.
- Tighten a loose rubber seal by blowing hot air from your hair dryer all the way around it.
- If the refrigerator door still does not make a tight seal, consider replacing the door gasket.

### Check for flapper valve toilet leak (add food coloring to the tank, check the bowl for color\*).

- Put three drops of food coloring in the toilet tank. If the color shows up in the bowl, you have a leak.
- Check if the leak is an overflowing refill valve. Sprinkle talcum or baby powder into the tank; if it floats over the edge of the refill valve into the bowl, the water level is too high.
- If the refill valve is overflowing, adjust the float arm (at the elbow nut or bend it) so that it is slightly lower. Otherwise the flapper is leaking. A flapper costs about \$5 at hardware and home supply stores. Instructions are printed on the package. When you replace it, turn off the water to the tank and flush first.
- Don't put cleaning tablets in the toilet tank. They can corrode the rubber flapper.



### Check for leaks in the tub diverter valve.\*

- Indications of a tub diverter valve leak include water leaking from behind the shower wall, difficulty switching water flow from the spout to the spray head and uneven water pressure.
- For a single-handle (cartridge) and two-handle showers, the spout must be replaced if you cannot switch flows. If there is water damage or uneven pressure, then the cartridge must be replaced. Turn off the water supply, remove the handle and cover plate, unscrew the bonnet nut and replace the cartridge and rubber O-rings. For the two-handle shower, do the same but remove both handles and inspect/replace the stem valves and seals.
- For three-handle showers, remove the diverter valve handle and escutcheon. Unscrew the bonnet nut, remove and clean the stem assembly and replace worn washers. If it was not leaking, check the hot and cold water handles.
- If the shower is not leaking from a handle, then the pipes may be the source.