AS

A CLIENT RESOURCE

HOME MAINTENANCE & PROPERTY CARE GUIDE

Protect the home. Preserve the value. Prevent avoidable surprises.

A practical, builder-informed maintenance roadmap for caring for your home through every season - with clear checklists, system-by-system guidance, long-term planning tools, and trusted local resources.



SEASONAL PLAN
Spring through winter checklists

HOME SYSTEMS
HVAC, plumbing, electric & safety

EXTERIOR CARE
Roof, drainage, masonry & yard

CAPITAL PLANNING
Replacement & reserve roadmap

TRUSTED RESOURCES
Preferred contractor contacts

Aubre Stacknick

GLOBAL REAL ESTATE ADVISOR | TRUSTED REAL ESTATE SHERPA

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YOUR HOME AT A GLANCE

A few details worth knowing before you need them.

Keep this page updated so the most important information about your home is easy to find for you, your family, or a trusted professional.

PROPERTY ADDRESS

PURCHASE / MOVE-IN DATE

YEAR BUILT

MAIN WATER SHUTOFF LOCATION

ELECTRICAL PANEL LOCATION

HVAC FILTER SIZE

GAS SHUTOFF / METER LOCATION

SUMP PUMP / FLOOR DRAIN LOCATION

Important notes

THE HOME CARE PLAN

PROTECT THE HOME. PRESERVE THE VALUE.

A smarter approach to ownership starts with knowing what to watch.

Owning a home is an ongoing process, not a one-time purchase. The goal of maintenance is not perfection - it is awareness, prevention, documentation, and timely action. Small issues are usually easier to manage before they become large ones.



01

INSPECT

Notice changes before they become damage: stains, cracks, smells, noises, moisture, drafts, or uneven performance.

02

MAINTAIN

Clean, service, seal, lubricate, replace filters, and keep water moving away from the structure.

03

DOCUMENT

Keep receipts, warranties, service dates, paint colors, model numbers, and before-and-after photos.

04

PLAN

Know the age of major systems and build a replacement reserve before a component becomes urgent.

HOW TO USE THIS GUIDE

MONTHLY QUICK CHECK

Spend 10-15 minutes scanning for leaks, unusual sounds, filter condition, moisture, pests, and safety-device warnings.

- Look under sinks and around toilets
- Check ceilings/walls for new staining
- Walk the basement after heavy rain
- Review HVAC filter condition
- Confirm exterior doors and garage close properly

FOLLOW THE HOUSE, NOT JUST THE CALENDAR

Age, materials, equipment, weather, pets, renovations, trees, and drainage conditions can change how often maintenance is needed.

- Follow manufacturer instructions first
- Use licensed professionals where required
- Address water intrusion immediately
- Document work for resale and insurance
- Re-check areas after major storms or freeze-thaw events

"Maintenance does not eliminate every repair. It gives you time, information, and options."

12-MONTH ROADMAP

YOUR YEAR AT A GLANCE

One home. Four seasons. A simple rhythm.

Use this page as your annual maintenance dashboard. Add recurring service appointments to your calendar and adjust timing for your home, equipment, and weather.

JANUARY

FOCUS

- Check for ice-dam signs and attic moisture
- Inspect humidifier / dry-air conditions
- Look for frozen-pipe risk areas

FEBRUARY

FOCUS

- Test sump pump / backup if accessible
- Review spring service appointments
- Check bath and kitchen caulk

MARCH

FOCUS

- Inspect roof/gutters after winter
- Check grading and downspouts
- Schedule cooling-system service

APRIL

FOCUS

- Clean exterior drainage paths
- Inspect deck, steps and railings
- Open/inspect hose bibs for leaks

MAY

FOCUS

- Wash windows/screens and inspect seals
- Service mower/irrigation as applicable
- Check exterior paint and trim

JUNE

FOCUS

- Clean dryer vent and exhaust paths
- Inspect A/C condensate drainage
- Trim vegetation away from structure

JULY

FOCUS

- Check basement humidity and dehumidifier
- Inspect refrigerator coils / vents
- Look for pests, ants and wasps

AUGUST

FOCUS

- Review roof/attic before fall storms
- Clean range hood and bath fans
- Check driveways, patios and joints

SEPTEMBER

FOCUS

- Schedule heating-system service
- Inspect chimney/fireplace if used
- Check weatherstripping and doors

OCTOBER

FOCUS

- Clean gutters and downspouts
- Winterize exterior plumbing
- Remove leaves from drains/wells

NOVEMBER

FOCUS

- Test snow/ice equipment and supplies
- Check attic for leaks or animal entry
- Confirm sump discharge is clear

DECEMBER

FOCUS

- Check alarms and emergency supplies
- Watch roof edges after snow events
- Review annual maintenance records

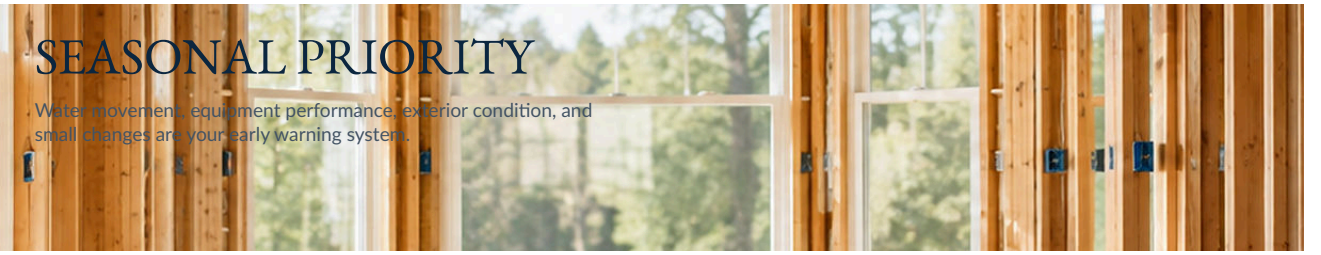
BEST PRACTICE: Choose one weekend each season for a full exterior walk-around, one systems check, and one update to your maintenance records.

SECTION II | SPRING

SPRING RESET

Recover from winter. Redirect water. Prepare systems.

Spring is the time to look for freeze-thaw damage, water-management issues, roof and gutter concerns, and equipment that will carry the home through warmer months.



SEASONAL PRIORITY

Water movement, equipment performance, exterior condition, and small changes are your early warning system.

EXTERIOR & WATER

- Walk roofline from the ground for lifted/missing shingles
- Clean gutters and confirm downspouts discharge freely
- Inspect flashing, chimney, vents and roof penetrations
- Look for peeling paint, open joints and failed exterior caulk
- Check grading for settlement that sends water toward the home
- Inspect basement/crawlspace after heavy rain

SYSTEMS & SAFETY

- Schedule cooling-system service before peak demand
- Replace/inspect HVAC filters and clean return grilles
- Open exterior hose bibs slowly and check for freeze damage
- Test sump pump and battery backup if present
- Clean dryer vent, bath exhaust covers and range hood filters
- Inspect water heater and exposed plumbing for seepage

SITE & SURFACES

- Inspect deck boards, fasteners, stairs and railings
- Power wash only where appropriate for the material
- Check concrete, pavers and retaining walls for winter movement
- Prune storm-damaged branches and inspect large trees
- Clear window wells, area drains and yard drains
- Start pest prevention before populations build

FAST WALK-AROUND

- ☐ Roofline and chimney
- ☐ Exterior walls and trim
- ☐ Foundation and grading
- ☐ Mechanical equipment
- ☐ Trees and drainage paths
- ☐ Gutters and downspouts
- ☐ Windows and doors
- ☐ Decks, patios and steps
- ☐ Basement/crawlspace
- ☐ Signs of pests or moisture

If you see active water intrusion, electrical burning/smell, structural movement, gas odor, or unsafe equipment operation, stop and call the appropriate professional.

SEASONAL SERVICE RECORD

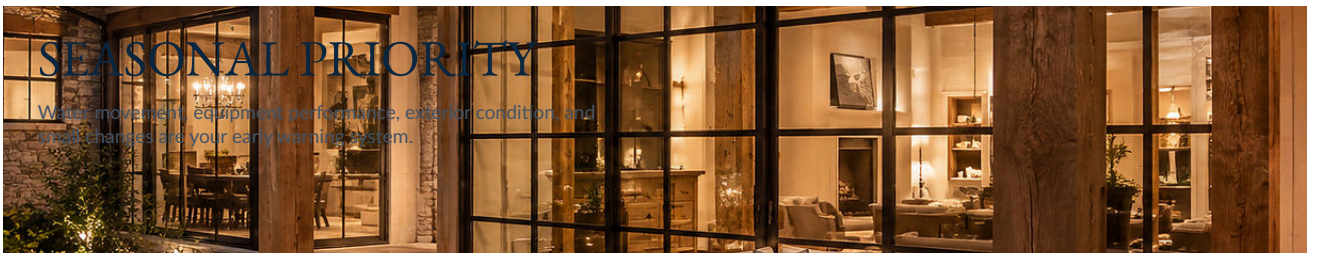
TASK / SERVICE	DATE COMPLETED	PROVIDER / NOTES	FOLLOW-UP

SECTION II | SUMMER

SUMMER SYSTEMS

Manage heat, humidity, storms, and outdoor wear.

Summer maintenance is about airflow, drainage, moisture control, landscaping, and catching exterior deterioration while conditions are good for repairs.



EXTERIOR & WATER

- Keep condenser clear of leaves, weeds and stored items
- Check condensate drain/pan for backup or algae
- Use bath/kitchen ventilation consistently
- Monitor basement humidity and dehumidifier drainage
- Listen for HVAC cycling changes or unusual noises
- Review ceiling/wall stains after major storms

SYSTEMS & SAFETY

- Trim shrubs and vines away from siding and windows
- Keep mulch and soil below siding/wood framing
- Check irrigation overspray against foundation or masonry
- Inspect trees after storms for broken or hanging limbs
- Watch low areas where water sits near the home
- Clean debris from exterior drains and window wells

SITE & SURFACES

- Inspect deck finish and splintering; reseal as needed
- Check patio and driveway cracks before they widen
- Clean and inspect exterior lighting
- Lubricate garage door rollers/hinges per manufacturer guidance
- Inspect screens, window hardware and locks
- Check exterior faucets and hoses for leaks

FAST WALK-AROUND

- ☐ Roofline and chimney
- ☐ Exterior walls and trim
- ☐ Foundation and grading
- ☐ Mechanical equipment
- ☐ Trees and drainage paths
- ☐ Gutters and downspouts
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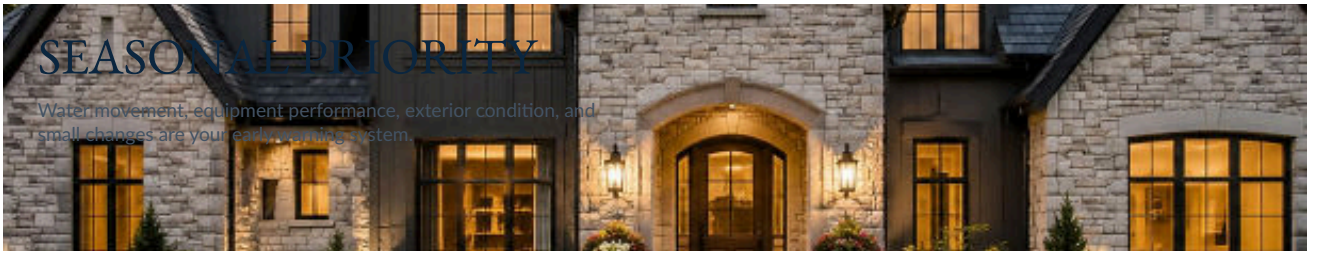
TASK / SERVICE	DATE COMPLETED	PROVIDER / NOTES	FOLLOW-UP

SECTION II | FALL

FALL PREPARATION

Seal the envelope. Service heat. Control leaves and water.

Fall is your best opportunity to prepare the home before freezing weather. Focus on heating, drainage, exterior openings, gutters, and anything that could become harder to repair in winter.



EXTERIOR & WATER

- Schedule furnace/boiler/heat-pump service as appropriate
- Replace/inspect filters before heating season
- Inspect fireplace/chimney and clean if needed
- Check humidifier, condensate pump and thermostat settings
- Confirm combustion areas are clear of storage
- Know location of gas, water and electric shutoffs

SYSTEMS & SAFETY

- Clean gutters after leaf drop; check downspout connections
- Remove leaves from basement stair drains and window wells
- Inspect roof for loose shingles/flashings before snow
- Seal obvious exterior gaps and failed caulk
- Check weatherstripping and door sweeps
- Inspect attic for daylight, staining, pests or condensation

SITE & SURFACES

- Disconnect hoses and winterize hose bibs as applicable
- Drain irrigation/seasonal systems as required
- Store/cover outdoor furniture and equipment
- Check salt/snow tools without damaging stone or concrete
- Trim limbs over roofs, drives and service lines
- Mark landscape features that can be hidden by snow

FAST WALK-AROUND

- ☐ Roofline and chimney
- ☐ Exterior walls and trim
- ☐ Foundation and grading
- ☐ Mechanical equipment
- ☐ Trees and drainage paths
- ☐ Gutters and downspouts
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SEASONAL SERVICE RECORD

TASK / SERVICE	DATE COMPLETED	PROVIDER / NOTES	FOLLOW-UP

SECTION II | WINTER

WINTER PROTECTION

Watch water, ice, heat, and the places you cannot easily repair.

Winter maintenance is mostly monitoring. The priorities are safe heating, avoiding frozen pipes, managing roof and gutter ice, and spotting moisture early.



EXTERIOR & WATER

- Keep heat consistent in areas with plumbing
- Open cabinet doors during severe cold where pipes are vulnerable
- Know how to shut water off quickly if a pipe freezes/bursts
- Check mechanical rooms for drips and unusual sounds
- Inspect furnace/boiler area regularly
- Keep snow away from furnace/boiler intake and exhaust vents

SYSTEMS & SAFETY

- Watch roof edges and gutters for recurring ice buildup
- Do not chip ice from shingles or gutters
- Check ceilings/attic after heavy snow or warm-ups
- Keep exterior drains and sump discharge paths open
- Avoid piling snow against siding, doors or foundation openings
- Inspect basement after rapid thaw/rain events

SITE & SURFACES

- Use safe de-icing products for the surface
- Keep dryer, bath and kitchen exhaust terminations clear
- Monitor indoor humidity and window condensation
- Check smoke/CO alarms for warnings or end-of-life dates
- Keep emergency contacts and shutoff instructions accessible
- Document recurring winter trouble spots for spring repair

FAST WALK-AROUND

- ☐ Roofline and chimney
- ☐ Exterior walls and trim
- ☐ Foundation and grading
- ☐ Mechanical equipment
- ☐ Trees and drainage paths
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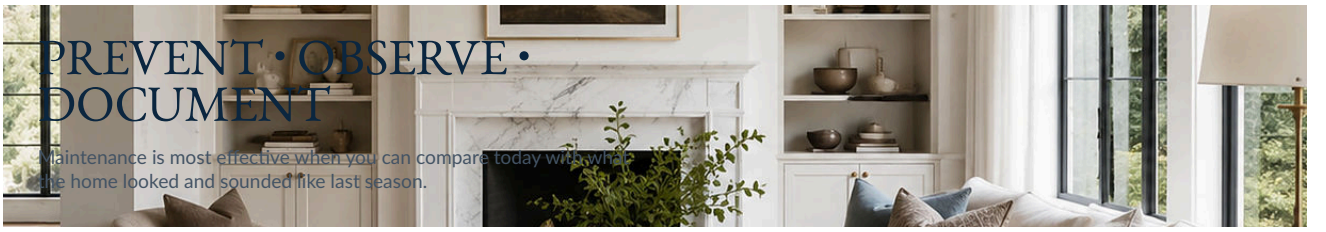
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SECTION III | SYSTEMS & STRUCTURE

HVAC & INDOOR COMFORT

Know what normal looks like - then respond when it changes.

Comfort is a system: equipment, airflow, filtration, drainage, and the building envelope all work together.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with what the home looked and sounded like last season.

ROUTINE

- Check/replace filter every 1-3 months or per manufacturer
- Keep return grilles and supply registers clear
- Vacuum accessible grilles; do not block returns with furniture
- Watch for unusual cycling, noise, odor, or temperature imbalance

SEASONAL

- Professional cooling check before summer peak
- Professional heating check before winter peak
- Clear outdoor condenser of leaves and vegetation
- Inspect condensate line/pump and humidifier components

CALL A PRO

- Repeated breaker trips or equipment shutdowns
- Water around furnace/air handler
- Burning odor, gas odor, carbon monoxide alarm
- Ice on refrigerant lines or persistent comfort problems

HOMEOWNER QUICK CHECK

- ☐ Any new water stain?
- ☐ Any unusual smell?
- ☐ Any temperature/airflow change?
- ☐ Any loose or unsafe component?
- ☐ Any new crack or movement?
- ☐ Any unusual sound?
- ☐ Any pest evidence?
- ☐ Any service date coming due?

> A clean filter is inexpensive. A restricted system can cost comfort, efficiency, and equipment life.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

Age / install date: _____
Model / serial: _____
Last professional service: _____
Next planned service: _____

RECENT WORK

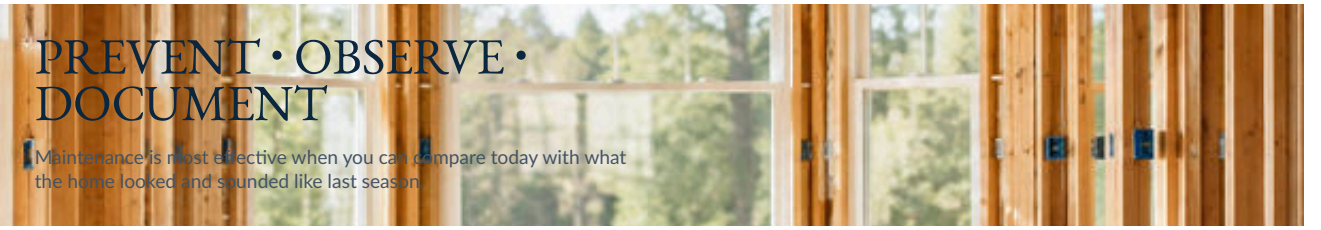
Date: _____ **Provider:** _____
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Warranty / next step: _____
Photo / receipt saved: YES / NO

SECTION III | SYSTEMS & STRUCTURE

PLUMBING & WATER MANAGEMENT

Know what normal looks like - then respond when it changes.

The most expensive household problems often start as small water problems. Learn where water enters, exits, and shuts off.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with what the home looked and sounded like last season.

MONTHLY

- Look under sinks, around toilets and appliance connections
- Check basement ceilings/walls for new staining
- Listen for running toilets or unexplained water use
- Confirm floor drains are clear and traps do not dry out

ANNUAL / AS NEEDED

- Service/flush water heater as manufacturer recommends
- Inspect exposed valves, shutoffs, hoses and supply lines
- Clean faucet aerators and showerheads if flow drops
- Check sump pump, backup, discharge and check valve

KNOW YOUR SHUTOFFS

- Main water shutoff
- Water heater isolation valves
- Exterior hose bib shutoffs if present
- Fixture and appliance shutoff valves

HOMEOWNER QUICK CHECK

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> A homeowner who knows the main water shutoff can turn a major leak into a smaller repair.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

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SECTION III | SYSTEMS & STRUCTURE

ELECTRICAL & LIFE SAFETY

Know what normal looks like - then respond when it changes.

Safety devices are only useful when they are powered, accessible, tested, and within their service life.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with what the home looked and sounded like last season.

SAFETY ROUTINE

- Test GFCI/AFCI devices using manufacturer instructions
- Test smoke and carbon monoxide alarms regularly
- Replace alarms by the date printed on the device
- Keep panels accessible and labeled; never store directly in front

LOOK FOR

- Warm/discolored outlets or switches
- Buzzing, arcing, repeated breaker trips
- Loose receptacles or damaged cords
- Extension cords used as permanent wiring

EMERGENCY READINESS

- Know main electrical disconnect location
- Keep flashlights and backup charging available
- Maintain clear access to emergency shutoffs
- Use licensed electrician for panel/ wiring alterations

HOMEOWNER QUICK CHECK

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- ☐ Any service date coming due?

> Do not normalize electrical smells, heat, sparks, or repeated breaker trips. Those are inspection items, not inconveniences.

SYSTEM SNAPSHOT & SERVICE LOG

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RECENT WORK

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INTERNATIONAL REALTY

SECTION III | SYSTEMS & STRUCTURE

ROOF, GUTTERS & EXTERIOR ENVELOPE

Know what normal looks like - then respond when it changes.

Your roof and exterior envelope manage water. The most important question is simple: where does the water go?



TWICE A YEAR

- Inspect roof from ground/binoculars after winter and fall
- Clean gutters and confirm pitch/outlets are not blocked
- Check downspouts, extensions and underground connections
- Inspect flashing, chimney, skylights and roof penetrations

AFTER STORMS

- Look for missing/lifted shingles and damaged metal
- Check attic/ceilings for new staining
- Clear branches and debris safely
- Photograph damage before temporary repairs when practical

EXTERIOR DETAILS

- Repair failed caulk/joints before water gets behind surfaces
- Keep siding/wood clear of soil and mulch
- Watch masonry joints and chimney caps
- Address peeling paint before wood deterioration spreads

HOMEOWNER QUICK CHECK

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> Water belongs on the roof, in the gutter, through the downspout, and away from the foundation - not anywhere in between.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

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RECENT WORK

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SECTION III | SYSTEMS & STRUCTURE

FOUNDATION, BASEMENT & DRAINAGE

Know what normal looks like - then respond when it changes.

Basements tell the story of the site. Pay attention to water patterns, cracks, smells, humidity, and changes over time.



WATER MANAGEMENT

- Keep gutters/downspouts functioning first
- Maintain positive grading away from the structure
- Keep window wells and exterior drains clear
- Test sump pump and backup systems

MONITOR

- Photograph cracks with a date/ reference for comparison
- Watch efflorescence, staining, dampness and musty odor
- Check after long rain and rapid snowmelt
- Monitor dehumidifier and condensate drainage

CALL A PRO

- Active seepage that recurs
- Rapidly changing or displaced cracks
- Bowing walls or structural movement
- Persistent mold growth or high moisture despite corrections

HOMEOWNER QUICK CHECK

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- ☐ Any service date coming due?

Start with the outside: roof water, grading, drains, and downspouts often matter more than cosmetic basement fixes.

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RECENT WORK

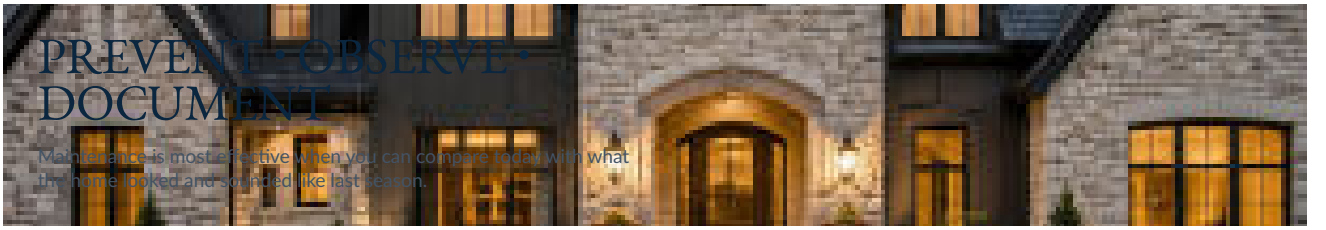
Date: _____ **Provider:** _____
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SECTION III | SYSTEMS & STRUCTURE

WINDOWS, DOORS, SIDING & MASONRY

Know what normal looks like - then respond when it changes.

Exterior openings are common pathways for air and water. Small gaps become bigger problems when ignored.



SPRING / FALL

- Inspect perimeter sealant around windows and doors
- Check weatherstripping and sweeps
- Operate locks, latches and hardware
- Look for fogged insulated glass or failed glazing seals

SIDING & TRIM

- Look for loose panels, rot, swelling, cracks or open joints
- Keep vines and landscaping off vulnerable surfaces
- Touch up paint before bare wood is exposed
- Wash gently using material-appropriate methods

MASONRY

- Watch mortar joints, step cracks and displaced units
- Check chimney crown/cap and flashing
- Avoid trapping water behind hardscape or against walls
- Use masonry professionals for structural movement

HOMEOWNER QUICK CHECK

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> The best exterior repairs stop water at the outside surface instead of covering the evidence on the inside.

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SECTION III | SYSTEMS & STRUCTURE

KITCHEN & MAJOR APPLIANCES

Know what normal looks like - then respond when it changes.

A clean, ventilated kitchen protects finishes and can extend appliance performance.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with when the home looked and sounded like last season.

MONTHLY / QUARTERLY

- Clean range hood grease filters as needed
- Clean dishwasher filter/screen if applicable
- Check under sink/disposal/dishwasher for leaks
- Inspect refrigerator water/ice connections

6-12 MONTHS

- Clean accessible refrigerator condenser area per manual
- Vacuum appliance vents and toe-kicks
- Inspect supply hoses and electrical cords
- Clean oven/range components using manufacturer guidance

WATCH FOR

- Slow drains or disposal leaks
- Water under dishwasher or refrigerator
- Gas odor or irregular burner flame
- Appliance overheating or repeated breaker trips

HOMEOWNER QUICK CHECK

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> Water lines behind appliances deserve the same attention as visible plumbing. Hidden leaks can travel a long way before you see them.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

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RECENT WORK

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SECTION III | SYSTEMS & STRUCTURE

BATHROOMS, CAULK & VENTILATION

Know what normal looks like - then respond when it changes.

Bathrooms combine water, steam, caulk, grout, plumbing, and ventilation - a perfect place for small issues to hide.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with what the home looked and sounded like last season.

MONTHLY

- Run exhaust fan during and after showers
- Check under vanities and around toilet base
- Watch ceiling corners and window trim for condensation
- Clear hair/debris from drains before they back up

QUARTERLY / ANNUAL

- Inspect tub/shower caulk and penetrations
- Repair cracked grout or failed sealant promptly
- Clean exhaust fan grille and accessible housing
- Check toilet shutoff and supply line condition

RED FLAGS

- Soft flooring or wall surfaces
- Persistent mildew despite cleaning/ ventilation
- Loose tile or recurring cracked grout
- Staining below bathroom on lower ceiling

HOMEOWNER QUICK CHECK

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> Caulk is a maintenance item, not a permanent material. Replace it when it separates, cracks, or no longer sheds water.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

Age / install date: _____
Model / serial: _____
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RECENT WORK

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Work completed: _____
Warranty / next step: _____
Photo / receipt saved: YES / NO

SECTION III | SYSTEMS & STRUCTURE

DECKS, PATIOS, CONCRETE & HARDSCAPE

Know what normal looks like - then respond when it changes.

Exterior surfaces move, weather, absorb water, and carry loads. Inspect safety first, appearance second.



DECKS

- Inspect ledger, posts, visible framing, stairs and railings
- Look for rot, split boards and loose fasteners
- Clean with methods appropriate for wood/composite
- Stain/seal based on product and exposure

CONCRETE / PAVERS

- Seal significant joints/cracks as appropriate
- Correct settled areas that trap water
- Manage weeds/roots in joints
- Use deicers compatible with the surface

RETAINING / DRAINAGE

- Watch walls for bulging, leaning or displaced blocks
- Keep weep/drainage paths open
- Direct roof water away from walls and slabs
- Call a pro for structural movement or trip hazards

HOMEOWNER QUICK CHECK

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- ☐ Any unusual smell?
- ☐ Any temperature/airflow change?
- ☐ Any loose or unsafe component?
- ☐ Any new crack or movement?
- ☐ Any unusual sound?
- ☐ Any pest evidence?
- ☐ Any service date coming due?

> Movement plus water plus freeze-thaw is what turns a small exterior defect into a larger one.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

Age / install date: _____
Model / serial: _____
Last professional service: _____
Next planned service: _____

RECENT WORK

Date: _____ **Provider:** _____
Work completed: _____
Warranty / next step: _____
Photo / receipt saved: YES / NO

SECTION III | SYSTEMS & STRUCTURE

LANDSCAPING, TREES & SITE DRAINAGE

Know what normal looks like - then respond when it changes.

Healthy landscaping should complement the house - not trap moisture against it or threaten roofs, foundations, and utilities.



PLANTING BEDS

- Keep soil/mulch away from siding and wood
- Slope surface water away from foundation
- Avoid irrigation spraying the house
- Leave inspection space around utility equipment

TREES

- Inspect after high wind and heavy snow
- Remove dead, hanging or damaged limbs professionally
- Keep branches from scraping roof/siding
- Watch roots near drains, walks and retaining walls

DRAINAGE

- Keep swales and yard drains open
- Do not block natural flow paths with storage or landscaping
- Correct recurring ponding near the foundation
- Trace downspout discharge during a heavy rain

HOMEOWNER QUICK CHECK

- ☐ Any new water stain?
- ☐ Any unusual smell?
- ☐ Any temperature/airflow change?
- ☐ Any loose or unsafe component?
- ☐ Any new crack or movement?
- ☐ Any unusual sound?
- ☐ Any pest evidence?
- ☐ Any service date coming due?

> A beautiful yard can still be a drainage problem. Landscape decisions should always respect the way water moves across the site.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

Age / install date: _____
Model / serial: _____
Last professional service: _____
Next planned service: _____

RECENT WORK

Date: _____ **Provider:** _____
Work completed: _____
Warranty / next step: _____
Photo / receipt saved: YES / NO

PEST, MOLD, INSULATION & INDOOR AIR

Know what normal looks like - then respond when it changes.

Moisture, pests, air leakage, and insulation problems often overlap. Treat the cause, not only the symptom.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with what the home looked and sounded like last season.

PEST PREVENTION

- Seal obvious exterior entry gaps where appropriate
- Keep food/pet food contained and dry
- Reduce clutter in basements/garages
- Watch attics and rooflines for animal entry

MOLD / MOISTURE

- Address active leaks first
- Dry wet materials quickly and improve ventilation
- Use dehumidification where appropriate
- Call a qualified professional for significant or recurring growth

INSULATION / AIR

- Look for attic gaps around penetrations
- Keep insulation away from required heat/vent clearances
- Watch for winter condensation and uneven temperatures
- Use a qualified pro for major air-sealing or spray-foam work

HOMEOWNER QUICK CHECK

- ☐ Any new water stain?
- ☐ Any unusual smell?
- ☐ Any temperature/airflow change?
- ☐ Any loose or unsafe component?
- ☐ Any new crack or movement?
- ☐ Any unusual sound?
- ☐ Any pest evidence?
- ☐ Any service date coming due?

> Mold is usually a moisture story. Pest activity is often an access or food story. Fix the condition that supports the problem.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

Age / install date: _____
Model / serial: _____
Last professional service: _____
Next planned service: _____

RECENT WORK

Date: _____ **Provider:** _____
Work completed: _____
Warranty / next step: _____
Photo / receipt saved: YES / NO

CLEANING & INTERIOR CARE

Know what normal looks like - then respond when it changes.

Cleaning is also inspection. It puts your eyes on the places where leaks, wear, pests, and mechanical problems first show up.



PREVENT • OBSERVE • DOCUMENT

Maintenance is most effective when you can compare today with what the home looked and sounded like last season.

MONTHLY

- Vacuum return grilles, baseboards and appliance edges
- Clean range hood and bath fan covers
- Check sink/toilet caulk and plumbing cabinets
- Wipe window tracks and watch for water staining

QUARTERLY

- Clean dryer lint path beyond the screen as accessible
- Vacuum behind/under movable appliances safely
- Check closets and stored areas for moisture/pests
- Inspect fire extinguishers and emergency supplies

ANNUAL

- Professional dryer vent cleaning as conditions require
- Deep clean carpets/upholstery based on use
- Wash exterior windows/screens where safe
- Clean/inspect rarely used rooms, attic access and storage

HOMEOWNER QUICK CHECK

- ☐ Any new water stain?
- ☐ Any unusual smell?
- ☐ Any temperature/airflow change?
- ☐ Any loose or unsafe component?
- ☐ Any new crack or movement?
- ☐ Any unusual sound?
- ☐ Any pest evidence?
- ☐ Any service date coming due?

> The best time to notice a small leak, soft spot, insect trail, or new crack is while you are already cleaning around it.

SYSTEM SNAPSHOT & SERVICE LOG

SYSTEM SNAPSHOT

Age / install date: _____
Model / serial: _____
Last professional service: _____
Next planned service: _____

RECENT WORK

Date: _____ **Provider:** _____
Work completed: _____
Warranty / next step: _____
Photo / receipt saved: YES / NO

SECTION IV | CAPITAL PLANNING

LONG-TERM REPLACEMENT ROADMAP

The goal is not to predict the exact failure date. It is to avoid being surprised.

Every home has a capital cycle. The age, quality, installation, use, exposure, and maintenance history of a component matter more than any generic lifespan chart. Use this roadmap to decide what needs monitoring, what needs budgeting, and what deserves a professional condition check.

PLANNING WINDOW	COMMON ITEMS TO REVIEW	WHAT TO DO NOW	RECORDS TO KEEP
NOW - 3 YEARS	Known leaks, active drainage issues, failed caulk, safety items, deferred service, damaged exterior surfaces.	Correct active problems first. Schedule service. Get scopes/pricing for any item that could worsen quickly.	Photos, invoices, service reports, warranties.
3 - 7 YEARS	Water heater, appliances, pumps, exterior coatings, deck finish, some controls and motors - depending on current age.	Know installation dates. Price replacement before emergency failure. Watch performance changes.	Model/serial numbers, installation dates, manuals.
7 - 12 YEARS	Older water heaters, appliances, garage equipment, some cooling equipment, sealants, exterior components.	Build reserve and compare repair vs replacement when service calls increase.	Repair history, energy/utility trends, quotes.
12 - 20 YEARS	Many HVAC systems, roofing systems depending on material/exposure, flooring, windows/seals, exterior finishes.	Obtain condition assessments. Plan projects in logical order: water/structure first, finishes second.	Inspection reports, roof/HVAC age, prior claims.
20+ YEARS	Original windows, roofs, major mechanicals, electrical/plumbing components, masonry, driveways, retaining systems.	Assume more items deserve proactive evaluation. Coordinate improvements rather than reacting one-by-one.	Renovation history, permits, contractor information.

BUILD YOUR HOUSE FILE

SYSTEM AGES

Roof • Furnace/boiler • A/C/heat pump • Water heater • Electrical panel • Windows

WARRANTIES

Appliances • Roofing • Windows • HVAC • Waterproofing • Major renovations

SERVICE HISTORY

Tune-ups • Repairs • Chimney • Pest • Waterproofing • Drain cleaning

FINISH RECORDS

Paint colors • Flooring • Countertops • Tile/grout • Cabinetry • Exterior stains

Your maintenance file becomes a property value file when it is time to sell, refinance, insure, renovate, or resolve a problem.

PROJECT SEQUENCE MATTERS

1 STOP WATER / SAFETY

2 STRUCTURE / ENVELOPE

3 MECHANICAL SYSTEMS

4 FINISHES / AESTHETICS

SECTION IV | RESERVE STRATEGY

MAINTENANCE BUDGET & RESERVE

Plan for routine care, near-term repairs, and capital replacement separately.

A home rarely asks for one expense at a time. A strong plan separates predictable maintenance from unexpected repair and from major component replacement - so one urgent project does not derail everything else.

01 • ROUTINE CARE

Recurring, smaller expenses that protect systems and finishes.

- Filters and consumables
- Seasonal service
- Gutter / dryer vent cleaning
- Caulk, paint touch-up, minor repairs

02 • REPAIR RESERVE

Money available for problems that cannot wait.

- Plumbing leak
- Sump pump failure
- Electrical repair
- Storm / exterior repair

03 • CAPITAL RESERVE

Planned savings for large replacements.

- Roofing
- HVAC
- Water heater
- Windows / doors
- Driveway / deck / masonry

CREATE YOUR 12-MONTH PLAN

ITEM	AGE / CONDITION	NEXT SERVICE	LIKELY PROJECT WINDOW	BUDGET / QUOTE
Roof / gutters				
Heating system				
Cooling system				
Water heater / plumbing				
Exterior / drainage				
Deck / concrete / hardscape				
Appliances / safety				

PRIORITIZE IN THIS ORDER

1. Active safety issue
2. Active water intrusion
3. Structural / building-envelope issue
4. Mechanical reliability
5. Exterior deterioration
6. Cosmetic improvement

BEFORE YOU SPEND

Ask: Is this a repair, a replacement, or a symptom of another issue? Does a smaller project need to happen first? Will this work affect another system? Can multiple projects be coordinated to save disruption or cost?

ANNUAL SPEND TRACKER

ROUTINE CARE	REPAIRS	CAPITAL PROJECTS	NEXT YEAR PRIORITY
$	$	$	

Update this total at year-end and use it to improve next year's reserve plan.

SECTION IV | DECISION SUPPORT

WHEN TO CALL A PROFESSIONAL

Some maintenance is homeowner-friendly. Some conditions deserve qualified eyes immediately.

Use this page as a triage guide. If a situation involves active water, gas, electricity, structural movement, combustion, heights, mold, or a system you do not understand, the safest choice is to bring in the appropriate professional.

ACTIVE WATER
Water entering the home, wet electrical areas, a burst supply line, sewage backup, or rapidly spreading ceiling/wall damage.

GAS / CO
Gas odor, carbon monoxide alarm, soot, exhaust concerns, or combustion equipment operating abnormally.

ELECTRICAL
Sparking, burning odor, hot/discolored devices, damaged service equipment, or repeated breaker trips.

STRUCTURE
Bowing walls, displaced masonry, sudden crack change, sagging framing, unsafe deck/railings, or major settlement.

ROOF / HEIGHTS
Repairs requiring roof access, ladders in difficult conditions, storm damage, chimney work, or repeated ice issues.

MOLD / PEST
Large or recurring mold growth, hidden moisture, bats/animals in the structure, termites, or repeated infestation.

BEFORE YOU HIRE

- ☐ Define the problem and desired outcome
- ☐ Ask for written scope and exclusions
- ☐ Clarify permit responsibility
- ☐ Understand deposit/payment schedule
- ☐ Save warranty and invoice
- ☐ Photograph the condition before work
- ☐ Verify licensing/insurance where applicable
- ☐ Ask what could change the price
- ☐ Keep change orders in writing
- ☐ Photograph concealed work before it is covered

THE BUILDER QUESTION

Do not ask only, "How do we fix what I can see?" Ask: "What caused it, what else should we inspect, and how do we keep it from coming back?"

EMERGENCY

Stop active damage, make the area safe, document, then call the right trade.

URGENT

Schedule within days when the issue is progressing, intermittent, or affecting system performance.

PLANNED

Bundle non-urgent items into seasonal service or a coordinated project scope.

MY EMERGENCY HOME CONTACTS

WATER / PLUMBING	ELECTRICAL	HVAC / GAS	ROOF / EXTERIOR
_____	_____	_____	_____

SECTION V | PREFERRED CONTRACTOR LIST

TRUSTED RESOURCES

General construction, mechanical systems, and interior trades.

These contacts are provided as a practical client resource. Availability, service areas, licensing requirements, pricing, and scope can change. Always confirm current insurance, credentials, written scope, and terms before work begins.

GENERAL CONTRACTOR
Ben Williams Contracting
724-709-8461
benwilliamscontracting.com

GENERAL CONTRACTOR
AW Boss - Tom Bachanish
412-609-4408

GENERAL CONTRACTOR
Katic Contracting
724-494-6733

GENERAL CONTRACTOR
Steve Buzza
412-334-6793

HVAC
Mike Bearer
412-366-5666

PLUMBING
Lindsay Orlando Plumbing
412-979-7980

PLUMBING
Dave Cerra, Master Plumber
412-526-8647

ELECTRICAL
Lee Dobler, Master Electrician
412-500-1403

ELECTRICAL
Gary Herndon
412-370-7816

ELECTRICAL
Ken Scott
412-559-8787

CABINET INSTALLATION
Ron Litrenta
724-856-2960

CABINET INSTALLATION
Katic Contracting
724-494-6733

CABINET INSTALLATION
Steve Buzza
412-334-6793

When calling, tell the contractor what you are seeing, when it started, whether it is active, and what has already been tried. Photos are often helpful.

MY PRIMARY HOME TEAM

TRADE	PREFERRED CONTACT	LAST USED	NOTES
General Contractor			
Plumber			
Electrician			

SECTION V | PREFERRED CONTRACTOR LIST

EXTERIOR, DRAINAGE & SITE WORK

Water management, structural exterior work, and the surfaces around the home.

Exterior problems often overlap. A roofing issue can look like a masonry issue; a basement issue can begin with grading; a cracked patio can affect drainage. Start with the cause and coordinate trades when needed.

TREE REMOVAL
Wizzers Tree Service
724-900-4877

EXCAVATION / LARGE EQUIPMENT
Katic Contracting - Glen Katic
724-494-6733

EXCAVATION / LARGE EQUIPMENT
DeChellis Contracting
412-841-3349

HARDSCAPE • CONCRETE • LANDSCAPE
Michael Walters
412-398-2400
French drains, patios, driveways

HARDSCAPE • CONCRETE • LANDSCAPE
DeChellis Contracting
412-841-3349

HARDSCAPE • CONCRETE • LANDSCAPE
Ray Benvenuti
412-218-9161

DECKS
Deck Doctor
412-980-6736

SMALL JOBS
Louie Giuliani
412-860-6919
Painting, excavation, flooring

PEST / EXTERMINATION
Complete Pest Solutions
412-385-4399
Including bats

BASEMENT / FOUNDATION / WATERPROOFING
A Better Choice Foundation - Anthony Pack
724-858-7779
Veteran-owned • French drains

INSULATION
Spray Foam Company - Adam
412-414-2287
Blown-in / insulation

ROOFING / GENERAL CONTRACTING
Jason George Contracting
412-628-1199

PROJECT PREP

- ☐ Take wide and close-up photos
- ☐ Note dates/weather when issue appears
- ☐ Request repair vs replacement options
- ☐ Mark where water travels
- ☐ Ask whether permits are required
- ☐ Confirm cleanup and haul-away scope

Piatt | Sotheby's
INTERNATIONAL REALTY

SECTION V | PREFERRED CONTRACTOR LIST

FINISHING & SPECIALTY RESOURCES

Cleaning, paint, pests, mold, countertops, and flexible small-job support.

These are the trades that often make a home feel finished, healthy, and cared for - whether you are maintaining it, preparing for guests, planning a renovation, or getting ready to sell.

CLEANING
Micaiah Kuchinick
412-915-6366

CLEANING
Valeria
956-977-4015

PAINTING
Brian Sens
724-417-8438

PAINTING
Roland Spotte
412-860-7509

SMALL JOBS
Louie Giuliani
412-860-6919
Painting, excavation, flooring

PEST / EXTERMINATION
Complete Pest Solutions
412-385-4399
Including bats

BASEMENT / FOUNDATION / WATERPROOFING
A Better Choice Foundation - Anthony Pack
724-858-7779
Veteran-owned • French drains

MOLD
Don Culp
724-344-3645

COUNTERTOPS
Mont Surfaces - Tim Nethken
412-952-9626
All countertop materials

Keep this directory with your home records. A known resource is most valuable before you are in an emergency.

RESOURCE LIST NOTE

Contractor inclusion is a referral/resource convenience, not a warranty of future performance. Homeowners should independently verify insurance, licensing or registration where applicable, availability, written scope, permits, pricing, payment terms, warranties, and suitability for the specific project.

SAVE THESE BEFORE YOU NEED THEM

- ☐ Main water shutoff location
- ☐ Gas shutoff / utility emergency number
- ☐ Preferred plumber / electrician
- ☐ Main electrical disconnect
- ☐ Homeowners insurance claim number
- ☐ Preferred general contractor

HOME SERVICE RECORD

Good records make future decisions easier.

Use this page for major repairs, recurring service, upgrades, warranties, paint colors, appliance information, or anything a future you - or a future buyer - may want to know.

DATE	PROFESSIONAL / COMPANY	WORK COMPLETED	NEXT SERVICE / WARRANTY

Additional notes

HOMEOWNERSHIP IS AN ONGOING INVESTMENT

KNOW THE HOME.
CARE FOR THE HOME.
PROTECT THE VALUE.

"Knowledge gives you the ability to make a decision before the house makes it for you."

SEE
SEE
Inspect the whole property

ASK
ASK
Understand the cause

PLAN
PLAN
Prioritize the work

PROTECT
PROTECT
Preserve safety & value

DOCUMENT
DOCUMENT
Keep the property history

YOUR TRUSTED REAL ESTATE SHERPA

Builder. Advisor. Advocate.
Problem Solver.

More than two decades of construction and property experience combined with strategic real estate representation gives my clients a different perspective - one focused on seeing what others may miss, asking the right questions, and building a clear path forward.

AUBRE STACKNICK

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Knowledge Starts with Knowing

SCAN TO VISIT
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