



One of the reasons many of us chose condominium purchases at the lake over single family home purchases is the lack of exterior maintenance required. Although it's true that we may have less exterior maintenance, *interior maintenance* should still be a priority.



With the help of *Home Maintenance for Dummies* by James Carey and Morris Carey, we're providing a modified checklist of interior maintenance tasks and a checklist for tasks to be done prior to a period where your condo will not be used for a prolonged duration (called shutting down). Performing these tasks may not only help keep the inside of your condominium beautiful and functional, but they may also help prevent costly damage to your condominium and to your neighbors' condominiums as well.



Routine Monthly Interior Maintenance Tasks:



- Check the furnace and air-conditioner filters
- Clean the dryer duct and filter
- Test smoke detectors
- Check the temperature and pressure relief (TPR) valve on the water heater
- Clean and/or lubricate at least on major appliance
- Test the GFCI receptacles
- Remove and clean range burners



Routine Spring and Fall Interior Maintenance Tasks:



- Repair holes and tears in window and door screens and wash them
- Adjust sticking doors
- Tighten and lubricate door knobs, locks, and latches
- Clean faucet aerators
- Have your air conditioning serviced
- Inspect washing machine water supply hoses and clean filters
- Lubricate door hinges and drawer glides
- Reverse motor on ceiling fans





Annual Interior Maintenance Tasks:



Repair insulation, weatherstripping, and air leaks



Check the water heater anode and the condition of the dip tube



Check and clean or replace water heater heating elements



Clean water heater tank



Caulk the connection between the shower pan and the floors or between tile walls and the tub or shower pan



Fill cracks, gauges, and nail pops in wallboard



Scrub and touch-up-paint walls, ceilings, and painted cabinets



Check and adjust the oven temperature



Check and replace appliance lights



Clean refrigerator door gaskets and lubricate hinges



Vacuum refrigerator condenser coils



Seal and protect tile and grout



Shutting Down Tasks:



If electricity remains on, put lights and radios on timers



Draw drapes and blinds



Turn of water main valve



Open all faucets, especially break a union near shut-off valve to allow maximum amount of water to drain out



Drain flexible spray hoses in sinks and hand-held showers



Turn off all water lead lines under sink, lavatories, and toilets



Turn off or drain water heater



Turn off washing machine inlet hoses; remove and drain



Unplug all electric appliances and electronics big and small

