

## Quick Reference

# Maintenance Checklist

Here is a quick maintenance checklist\* to keep your home looking and functioning great. Put it up on the fridge or keep it handy with your Home Maintenance Manual and our Holt Quick Reference Guide.

*\*This checklist is intended to serve as a helpful reminder. For specific care directions please read the materials provided in manufacturer's warranty or care guides as they pertain to each point.*

## MONTHLY

- Test smoke detectors
- Clean or replace range hood filter
- Monitor and maintain countertops and cabinets as needed to avoid stains.  
*Only use specialized cleaners deemed safe for your unique surface as recommended by subcontractors' care instructions*
- Clean floors and vacuum carpets
- Clean toilets and sinks and check for any evidence of leaks
- Clean aerators on faucets and showers
- If applicable, check water filters
- Replace HVAC air filters
- Visually inspect bark dust, exterior grade, drainage and landscaping. RE-establish exterior grade if necessary to maintain proper drainage swales.
- Clean garbage disposal

## BI-ANNUALLY

- Inspect exterior siding, paint, masonry, stucco, and trim
- Inspect doors and windows and clean sliding tracks
- Inspect main service panel, circuit breakers, and all GFI outlets and breakers
- Inspect and clean gutters and downspouts. Check drains and leaf catchers especially in winter.  
*Do not walk on the roof as this is dangerous and may cause damage. For safety, hire a professional*
- Inspect the foundation, crawlspace, attic and/or basement
- Seasonal maintenance on heating and A/C and survey of the compressor by a licensed professional
- Check caulking and grout around tubs, showers, and sinks
- Inspect the plumbing system

## ANNUALLY

- Check countertops and grout in kitchen and bathrooms, seal if necessary
- Check condition of septic tank, if applicable
- Visually inspect water heater tank, valves and gauges for any leaks. Service the unit regularly, per the manufacturer's instructions.
- Examine caulking around door and windows and other areas. Reapply if needed
- Professionally clean carpets as directed by warranty manual
- Maintenance fencing and decking or concrete slabs
- Professional inspection of major appliances especially if gas fueled



## Welcome home!

Whether this is your first home, or fifth, we know it can be difficult to keep track of all the maintenance details for a new house. We have created this short reference guide to help you protect your investment and to keep the features in your home looking great and functioning properly for years to come.

This Guide is not intended to replace the manufacturer's warranty or care guides, it is simply a resource with answers to the most common questions we've received from our homeowners over the years. Please reference the appropriate maintenance manuals for an in-depth care instructions.

## APPLIANCES

**Register all your appliances immediately after move-in to initiate the manufacturer's warranty. Product registration and Frigidaire care guides can be found at [www.frigidaire.com/Owner-Center](http://www.frigidaire.com/Owner-Center).**

**Dishwasher:** Not all dish drying and rinse aids are made equal. Check the packaging before purchasing ensure the product has been approved for your model and manufacturer.

**Range:** It is common to misuse cooktop knobs, which will eventually break them. See below for proper use of appliance knobs from Frigidaire's care guide below.

1. Push the surface control knob down and turn counterclockwise out of the OFF position.
2. Release the knob and rotate to the LITE position (see figure 1). Note: All four electronic surface ignitors will spark at the same time. However, only the burner you are turning on will ignite.
3. Visually check that the burner has a flame.
4. Turn the control knob counterclockwise to the desired flame size. The control knobs do not have to be set to a particular setting. Use the knob indicator settings to adjust the flame as needed. DO NOT cook with the surface control knob in the LITE position. (The electronic ignitor will continue to spark if the knob is left in the LITE position).

**Garbage Disposal:** Clean regularly by grinding the ice cubes and then flushing with hot water and baking soda.

## COUNTERTOPS & BACKSPLASH

Never stand or climb on countertops. Cabinets can flex under pressure causing countertops to break. Never use bleach or other harsh chemicals on natural stone or quartz materials.

**Granite Countertops:** Granite is porous. It can be stained with warm oils, dyes, and even colored liquids. Granite should be cleaned with mild soap and water or cleaning products specifically approved for use on granite. To help preserve the natural beauty of your Granite countertops, plan to seal it annually.

**Manufactured Quartz Countertops:** This surface can be damaged by heat. Do not place hot pans or dishes



directly onto your countertops. Quartz should be cleaned with mild soap and water or products specifically approved for use on quartz. While quartz countertops are stain resistant, they are not completely immune to stains.

**Natural Stone & Grout Backsplashes:** Both tile and natural stone countertops and backsplashes can be stained with large amounts of liquids and even toothpaste build up. We recommended bi-annual inspection and sealing grout and natural stone annually to preserve color and surface.

- Periodically clean the floor with cleaning products made specifically for laminate floor care.
- Do not wash or wet mop the floor with soap, water, oil-soap detergent or any other liquid cleaning product. This could cause swelling, warping, delamination, and joint-line separation.
- Consider protecting your front and back entryways by using doormats and being cautious with wet or damp footwear.
- If you have pets, be mindful to protect floors from any water or food bowls.

**Luxury Vinyl Tile (LVT) & Luxury Vinyl Plank (LVP):** Damp mop is appropriate for LVT or LVP, but do not “wet” mop or allow standing water.

**Grout & Natural Stone:** Do not use bleach or other chemicals on grout and natural stones. Use manufacturer’s recommended products only on natural products.

**Carpet Care:** Avoid tracking dirt onto carpeting as it will stain and increase the speed wear. Vacuum regularly.

## FLOORING

**Hard Floor Surfaces:** Avoid leaving standing water on your floor for any length of time, as it can irreparably damage hard surfaces. Use products specifically recommended by the manufacturer for the specific use on the flooring type.

- Do not use steam cleaners or wet mops, which may cause irreparable damage to your floor.
- Use damp cloth to blot up spills as soon as they happen. Do not forget to dry up.
- Sweep, dust, or vacuum the floor regularly with the hard floor attachment (not the beater bar) to prevent accumulation or dirt and grit that can scratch or dull the floor finish.

## TOILET & TOILET TANKS

Do not use bleach, chemical thinners, polishing powders or detergents that gritty or coarse particles. Do not use metal scrub brushes or steel wool as they will scratch the porcelain bowl.

**Toilet Tanks:** Chlorine products should be avoided as they will corrode the rubber flapper fittings in a toilet tank and reduce its ability to flush properly.

**Toilet Bowl:** Mild dish detergent or gel-based toilet bowl cleaners to clean your toilet are recommended, along with a soft cloth or soft-bristled plastic brush.

## HVAC

Air filters should be replaced no less than every three months or once per season as a rule of thumb.

- If air conditions in the area are particularly dusty or smoky, more frequent replacement is recommended.



- To learn how to recirculate air in your home without pulling air from the outside (useful during days of extremely poor air quality), visit your furnace manufacturer's website.

Each ducted HVAC system is balanced upon installation to ensure even air distribution throughout the home. Upon request, Holt Homes will provide a complementary one-time re-balance of your HVAC system within the first year of ownership.

## SIDING CARE

**Siding Care:** Fiber cement siding is among the most durable in the industry. Taking the following simple steps will help keep it looking great.

- Wash siding every 6-12 months with a garden hose and a soft bristle brush or cloth.
- Keep plants and debris from making direct and ongoing contact with the siding material.
- Keep gutters clean.
- Do not allow sprinklers to consistently spray siding.
- Inspect siding regularly for any scrapes, nicks or signs of wear. Repair and re-caulk as needed.

## STORM WATER DRAINS AND LEAF CATCHERS

Some Holt Homes have storm water drains and leaf catchers. In each drain there is a basket strainer designed to catch debris. The strainers should be checked and cleaned on a regular basis, especially during the wet winter months, to prevent clogging.

## BARK DUST

Bark dust in yards requires regular maintenance. It may be necessary to re-rake bark in yards to ensure original grade is maintained. Regular reapplication of bark dust is recommended to maintain proper drainage and a fresh yard appearance.

## FENCING & DECKING

Both natural and stained cedar will gray splinter and warp overtime. Clean annually with a deck and/or fence cleaner to remove any dirt, mold or mildew.

To slow this process use a water-resistant sealant for your specific cedar material (i.e. stained or natural). Reapply every 2-3 years.

## GUTTERS

When gutters become clogged, water will be unable to properly divert away from your home and can cause a number of issues, including foundation damage and mold mildew.

Check gutters regularly to ensure they are cleared of leaves and debris.

## WATER HEATER

A water heater requires regular maintenance to continue functioning properly. Maintenance frequency varies based on manufacturer, tank size, number of people living in the household and water hardness.

Review the maintenance guidelines in your water heater owner's manual for proper care instructions.

